



WORKERS' COMPENSATION INFORMATION SHEET

If you are injured or become ill because of your job, you may be entitled to workers' compensation benefits.

- ✓ *Notify your department supervisor immediately of any work-related injury or illness.*
- ✓ *Obtain and complete the **Employee's Claim for Workers' Compensation Benefits** from your department supervisor.*
- ✓ *Your department should provide you with the pamphlet **When an Injury Occurs** to explain the workers' compensation process.*
- ✓ *Your supervisor should complete and sign the **Employee's Referral Slip for Industrial Injury and Report of Accident** and give it to you to take to the Occupational Health Facility(OHF) or UCLA Emergency Room (ER).*
- ✓ *Go to **Occupational Health Facility (OHF) or UCLA Emergency Room (ER)** as soon as possible for treatment.*
- ✓ ***Octagon Risk Services** administers all workers' compensation claims for UCLA. You will be notified by Octagon Risk Services if your workers' compensation claim is accepted, delayed, or denied.*
- ✓ *If your claim is accepted, please review the attached **COMPARISON OF PAYMENT OPTIONS** and notify Human Resources, Workers' Compensation coordinator **Cynthia Vazquez, at x40522** of your choice. You will also receive an informational letter from Human Resources explaining these options to you once you begin to receive payments from Octagon Risk Services while you are temporarily disabled due to your injury or illness.*
- ✓ *If your claim is delayed or denied, please contact **LaKiesha Cummings** at Human Resources, Benefits, at **x40500** to obtain a Disability packet.*



PLEASE READ THIS INFORMATION CAREFULLY, IT WILL AFFECT YOUR PAYROLL AND BENEFITS.

COMPARISON OF PAYMENT OPTIONS			
WHEN YOUR WORKERS' COMPENSATION CLAIM IS ACCEPTED AND TEMPORARY DISABILITY PAYMENTS BEGIN.			
	OPTION 1	OPTION 2	OPTION 3
Description of option	No use of sick leave or vacation to supplement TD payments	Use of sick leave (SL) only to supplement TD payments	Use of sick leave (SL) <u>and</u> vacation (VA) to supplement TD payments
Who is eligible?	All University employees	University employees who accrue sick leave	University employees who accrue sick leave and vacation
Temporary Disability (TD) Payments <i>TD = 2/3 Salary to maximum of \$490.00 weekly</i>	2/3 salary (Maximum of \$490.00 weekly) mailed directly from Octagon Risk Services (ORS*): <i>TD check only = 2/3 salary to maximum of \$490.00 weekly</i> PLEASE CONSIDER: When choosing this option, if you were paid for any sick leave or vacation time listed on your timesheet by your supervisor, that amount will be considered an 'overpayment'. Under this option, those hours will be returned to your leave bank <u>and</u> the pay you received must be paid back to Payroll.	100 % of salary while sick leave is used to supplement ORS* benefit: <i>TD + UC check for SL = 100% salary</i> 80% extended salary (ESL) after sick leave is exhausted. Department pays <u>the difference between</u> 80% of salary and ORS* check (ESL paid for a maximum of 26 weeks). <i>TD + UC check for ESL = 80% salary</i> ORS* benefit will continue after 80% is exhausted.	100 % of salary while sick leave and then vacation are used to supplement ORS* benefit: <i>TD + UC check for SL/VA = 100% salary</i> 80% extended salary (ESL) after sick leave <u>and</u> vacation are exhausted. Department pays <u>the difference between</u> 80% of salary and ORS* check (ESL paid for a maximum of 26 weeks). <i>TD + UC check for ESL = 80% salary</i> ORS* benefit will continue after 80% is exhausted & disability continues
OPTIONAL EPD (Employee Paid Disability) Supplement to NDI -Plan A (previously elected voluntary enrollment by employee)	Not applicable	<u>After 80% salary is exhausted.</u> 2/3 of salary (Maximum \$490.00 weekly) , plus EPD supplement to equal 70% of salary (maximum of \$5000.00 monthly) <i>TD + EPD = 70% salary</i> EPD pays for a maximum of one year.	<u>After 80% salary is exhausted.</u> 2/3 of salary (Maximum \$490.00 weekly) , plus EPD supplement to equal 70% of salary (maximum of \$5000.00 monthly) <i>TD + EPD = 70% salary</i> EPD pays for a maximum of one year.
Taxability?	Disability payments from ORS* are not taxable income	Disability payments from ORS* or EPD supplement are not taxable income. University salary in excess of ORS* payment is taxable.	Disability payments from ORS* or EPD supplement are not taxable income. University salary in excess of ORS* payment is taxable.
Credit for Vacation and Sick Leave	Sick leave and vacation are earned for this period; however, earnings are only available upon return to work	Sick leave and vacation are earned for this period; however, earnings are only available while at 100% salary or upon return to work.	Sick leave and vacation are earned for this period; however, earnings are only available while at 100% salary or upon return to work.
VOLUNTARY DEDUCTIONS Health, Dental, Vision or (Life, Credit Union, etc.)	<i>IF YOU ARE ELIGIBLE FOR FMLA** (Family Medical Leave Act):</i> Regents' contributions will be made for Health, Dental and Vision for a maximum of 12 weeks. After 12 weeks on FMLA, you must make direct payment of FULL premiums to the Payroll office. No Regents' contributions will be made after 12 weeks on FMLA ***All additional elected coverage and the employee co-payment for Health must be paid directly to the Payroll/Benefits Office. <i>IF YOU ARE NOT ELIGIBLE FOR FMLA**:</i> Full payment of all premiums must be made to the Payroll Office to continue coverage. No Regents' Contributions will be made.	Automatic deduction from University salary with credit for Regents' contributions while at 100% and 80% salary. After 80% salary exhausts, Regents' contribution <u>for Health only</u> may be made if employee is on Leave Without Pay and receiving TD or Vocational Rehab allowance <i>IF YOU ARE ELIGIBLE FOR FMLA**:</i> The days that you are out of work on Workers' Compensation disability will be counted as FMLA taken for the current year. (Maximum of 12 workweeks are available each calendar year.)	Automatic deduction from University salary with credit for Regents' contributions while at 100% and 80% salary. After 80% salary exhausts, Regents' contribution <u>for Health only</u> may be made if employee is on Leave Without Pay and receiving TD or Vocational Rehab allowance <i>IF YOU ARE ELIGIBLE FOR FMLA**:</i> The days that you are out of work on Workers' Compensation disability will be counted as FMLA taken for the current year. (Maximum of 12 workweeks are available each calendar year)
University of California Retirement Plan (UCRP) or	Optional: If you wish to continue membership, YOU MUST PAY BOTH employee and Regents'	Automatic deduction with credit for Regents' contributions while on 100% or 80% salary.	Automatic deduction with credit for Regents' contributions while on 100% or 80% salary.

Public Employee's Retirement System (PERS) membership	contributions	Direct payment of full premium available after 80% salary exhausts.	Direct payment of full premium available after 80% salary exhausts.
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*PLEASE NOTE: **OCTAGON RISK SERVICES (ORS)** was formerly PROFESSIONAL RISK MANAGEMENT(PRM)

**Workers' Compensation Illnesses and Injuries generally qualify as a serious injury or illness under FMLA.