

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources
January 12, 2009

HUMAN RESOURCES MEMORANDUM 2-09

TO: All Agency Heads, Agency Human Resource/EEO Representatives

SUBJECT: ADMINISTRATIVE LEAVE - WORKERS COMPENSATION

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In the Spring of 2007, a new case-specific administrative leave policy was approved and implemented. Notification was made by e-mail with the intention of following-up with a Human Resources Memorandum. It has been brought to our attention that the Human Resources Memorandum was never completed. This is that Human Resources Memorandum.

ADMINISTRATIVE LEAVE - WORKERS COMPENSATION

In an effort to reduce time-consuming administrative difficulties and the expense inherent in providing the restoration of time and payments for employees who are working, but who are eligible for partial workers' compensation benefits associated with a work-related injury, the following case-specific administrative leave policy has been developed and implemented. Effective May 6, 2007, if an employee is working, but is eligible for partial workers' compensation benefits, administrative leave may be used for workers' compensation related medical treatment, consultation, or prescribed rehabilitation services that may occur during the course of the employee's regularly scheduled workday. (This would *exclude* employees who are absent for a full day because of the injury, a portion of which is for treatment or rehabilitation.)

The following guidelines govern administrative leave under this policy:

- The employee must have an active accepted workers' compensation claim.
- Treatments or appointments must be authorized and appropriate to the work-related injury.
- Administrative leave for treatment or appointments is subject to operational needs.
- Administrative leave is paid time off during regularly scheduled work hours. Supervisors should encourage employees to schedule appointments outside their scheduled work hours if at all possible.
- Administrative leave is appropriate only for a reasonable travel time that occurs during regularly scheduled work hours. Travel that occurs outside of regularly scheduled working hours will not be considered time as administrative leave.
- Employees will be encouraged to schedule treatment close to their home or work location.

- It is not considered "time worked" for purposes of computing overtime.
- Following treatment the employee must present evidence of treatment and work restrictions.
- Administrative leave will be granted for prescribed exercise and rehabilitation programs.

Questions or comments should be directed to the Workers' Compensation Division.

S / Alicia Kellogg

Alicia Kellogg, Director

Bureau of Human Resources
