



Janet T. Mills, Governor  
Elaine Clark, Commissioner

STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
Bureau of Human Resources  
Division of Employee Health and Benefits and  
Office of Workers' Compensation  
114 State House Station  
Augusta, ME 04333-0114



NEW WORKERS' COMPENSATION POLICY  
COORDINATION OF BENEFITS

Effective February 4, 2018 our self-insured Workers' Compensation Program will be taking an offset if an employee chooses to use sick leave during a period of incapacity due to an injury. The dollar value of the sick leave taken will be counted as earnings and will reduce and/or eliminate the weekly workers' compensation amount due to the employee. There will be no restorations of sick leave.

If an employee plans on using their vacation/comp/personal leave time for their absence from work due to a workers' compensation injury, the **Benefit Leave Option Form** must be completed, signed and returned promptly. If this form is not returned promptly, indicating your option, then it will be assumed that a weekly workers' compensation check is desired and it will be mailed accordingly. Any vacation/comp/personal leave time used will not be restored if the Benefit Leave Option Form is not received, indicating a restoration of time is requested in lieu of a workers' compensation check.

If you have any questions regarding the coordination of benefits policy, please contact your Workers' Compensation Designee at your department and/or the Office of Employee Health, Wellness, & Workers' Compensation at (207) 624-7359.

Thank you.

**Office of Employee Health, Wellness, & Workers' Compensation**

Phone: (207) 624-7380

TTY users dial Maine Relay 711

[www.maine.gov/deh](http://www.maine.gov/deh)