



UCLA HEALTH SYSTEM 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 **Workers' Compensation Claim Form (DWCI)** and **Notice of Potential Eligibility** from your department supervisor. EMPLOYEE completes top section (Questions 1-8). SUPERVISOR completes bottom section (Questions 9-18) EMPLOYEE retains "Temporary Receipt". SUPERVISOR retains "Employer Copy" for department file. SUPERVISOR faxes copy immediately to **Workers' Comp fax (310) 794-3337** and sends all other original copies to Health System Human Resources Workers' Compensation, 10920 Wilshire #400, MC 166446.*
- ✓ *Your supervisor should complete and sign the **Incident Report and Referral for Medical Treatment** and give it to you to take to the Occupational Health Facility (OHF) or UCLA Emergency Department (ED). SUPERVISOR faxes copy immediately to **Workers' Comp fax (310) 794-3337**. SUPERVISOR retains a copy for department file.*
- ✓ *Go to **Occupational Health Facility (OHF)** or **UCLA Emergency Department (ED)** as soon as possible for treatment. UCLA Health System directs your care for the first 30 days -- return to Occupational Health for any medical follow-up. {Exception: if you pre-designated your own personal physician to treat you for work-related injury in writing prior to your injury. Contact Health System Human Resources for more info}.*
- ✓ *Keep your department informed of your **work status**. You are responsible for providing the supervisor with all updated doctor's notes. If you are given work restrictions, your department will provide work within those restrictions. **Contact Health System Human Resources Mark Briskie 310 794-0500 if you have questions.***
- ✓ *Retain all receipts for **expenses** related to your injury, e.g. prescription co-pay, parking. Sedgwick CMS (formerly Octagon Risk Services) will contact you regarding reimbursement of eligible expenses.*
- ✓ ***Sedgwick CMS (formerly Octagon Risk Services)** administers all workers' compensation claims for UCLA. You will be notified by Sedgwick CMS if your workers' compensation claim is accepted, delayed, or denied.
SEDGWICK CMS P.O. Box 956914, Los Angeles CA 90095-6914 (310) 2537500*
- ✓ *If your claim is accepted, please review the **COMPARISON OF PAYMENT OPTIONS** and notify Human Resources, Workers' Compensation coordinator **Cynthia Vazquez/Ingrid Garcia, at (310) 794-0500** of your choice. If the doctor takes you off work, you will also receive a letter from Human Resources explaining these options to you when you begin to receive temporary disability payments from Sedgwick CMS.
Waiting Period – there is a 3-calendar day waiting period which may apply if you are taken off work less than 14 days. You must use your own SL to satisfy the waiting period. If you do not have enough SL, you may request to use VAC hours, or contact Cynthia/Ingrid in Human Resources (310)794-0500.*
- ✓ *If your claim is delayed or denied, please contact your supervisor or department personnel representative to obtain a **Disability packet**. You may also contact Health System Human Resources, Workers' Compensation coordinators **Cynthia Vazquez/Ingrid Garcia (310) 794-0500** for further assistance.*

If you have any questions regarding the worker' compensation process, please contact Health System Human Resources Workers' Compensation 310 794 0500



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 TTD payments	Use of sick leave (SL) only to supplement TTD payments	Use of sick leave (SL) <u>and</u> vacation (VAC) to supplement TTD payments
Who is eligible?	All University employees	University employees who accrue sick leave	University employees who accrue sick leave and vacation
Temporary Disability (TTD) Payments <i>TTD = 2/3 Salary to maximum of \$916.31 weekly (injuries on or after 01/01/08)</i>	2/3 salary (Maximum of \$ <u>916.31</u> weekly) mailed directly from Sedgwick CMS* (formerly Octagon): <i>TTD check only = 2/3 salary to maximum of \$916.31 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 Sedgwick CMS* benefit: <i>TTD + UC check for SL = 100% salary</i> 80% Extended Sick Leave (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>TTD + UC check for ESL = 80% salary</i> Sedgwick CMS* benefit will continue after 80% is exhausted if disability continues.	100 % of salary while sick leave and then vacation are used to supplement Sedgwick CMS* benefit: <i>TTD + UC check for SL/VAC = 100% salary</i> 80% Extended Sick Leave (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>TTD + UC check for ESL = 80% salary</i> Sedgwick CMS* benefit will continue after 80% is exhausted if disability continues.
OPTIONAL Supplemental Disability (Employee Paid) (previously elected voluntary enrollment by employee)	Not applicable	<u>After 80% salary is exhausted.</u> 2/3 of salary (Maximum \$916.31 weekly) , plus Supplemental Disability to equal 70% of salary (maximum of \$10,000.00 monthly) <i>TTD + Supp Disability = 70% salary</i> Paid for a maximum of one year.	<u>After 80% salary is exhausted.</u> 2/3 of salary (Maximum \$916.31 weekly) , plus Supplemental Disability to equal 70% of salary (maximum of \$10,000.00 monthly) <i>TTD + Supp Disability = 70% salary</i> Paid for a maximum of one year.
Taxability?	TTD payments from Sedgwick CMS* are not taxable income	TTD payments from Sedgwick CMS* are not taxable income. University salary in excess of Sedgwick CMS* payment is taxable.	TTD payments from Sedgwick CMS* are not taxable income. University salary in excess of Sedgwick CMS* 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): 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 <u>FULL</u> premiums to the Benefits 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 Benefits Office.**** <i>IF YOU ARE <u>NOT</u> ELIGIBLE FOR FMLA**: <u>FULL</u> payment of all premiums must be made to the Benefits Office to continue coverage. No Regents' Contributions will be made.</i></i>	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 active employee is on Leave Without Pay and receiving TTD. <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 active employee is on Leave Without Pay and receiving TTD. <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 Public Employee's Retirement System (PERS) membership	Optional: If you wish to continue membership, YOU MUST PAY BOTH employee and Regents' contributions.	Automatic deduction with credit for Regents' contributions while on 100% or 80% salary. Direct payment of full premium available after 80% salary exhausts.	Automatic deduction with credit for Regents' contributions while on 100% or 80% salary. Direct payment of full premium available after 80% salary exhausts.

*PLEASE NOTE: **SEDGWICK CMS was formerly OCTAGON RISK SERVICES (ORS)**

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

Revised September 2008