

**STATE OF ALASKA
WORKERS' COMPENSATION NOTICE TO EMPLOYEES**

Subject: Notice to employees regarding procedures for Workers' Compensation (WC) payments, pay, and leave adjustments. This procedure applies to all leave eligible State employees except those covered under the Public Safety Employees Association (PSEA State Troopers, Airport Safety Officers and Correctional Officers who qualify for injury leave).

You or your supervisor filed a Report of Occupational Injury or Illness. The State's insurance adjuster will make a determination as to your eligibility for WC payments. If you qualify, you should receive your first WC payment from the adjuster within 21 days from the date of disability. Subsequent WC payments should be received every 14 days while you remain eligible. Most employees receive approximately 80% of their net weekly wage. Note: Some exceptions are employees who have worked less than 13 weeks, seasonal employees, and individuals who work a second job. Some collective bargaining union agreements may provide additional benefits.

FIRST THREE DAYS AFTER DATE OF WORK RELATED INJURY/ILLNESS

You will not receive WC payments for this "three-day waiting period". However you will be able to use your available leave to remain in pay status with the State of Alaska.

APPROXIMATELY DAY 3 TO 21 AND FORWARD

If you are determined eligible the State's insurance adjuster will begin making WC payments to you. The WC payments are yours to keep; this is compensation for time loss from work due to injury/illness. You will continue to use your available leave to cover work missed due to injury/illness for the portion that is not covered by WC.

In the beginning there may be a **duplication of payments*** to you: WC payments and payments for your leave from the State of Alaska. This will require an adjustment to your State of Alaska paycheck and leave account.

Once the State of Alaska has been notified by the adjuster that you are eligible and receiving WC payments, you will be placed in WC leave without pay (LWOP) status with the State of Alaska for the portion of time the WC adjuster is paying you. The portion of time not covered by WC payments will be paid using your available leave with the State of Alaska. The amount of paid leave plus the WC payments should be about the same in total as your usual State of Alaska paycheck.

APPROXIMATELY DAY 29

If your time loss from work due to WC injury/illness extends beyond 28 days, you will be paid retroactively by the WC adjuster for the initial "three-day waiting period". Because this is also a **duplicate payment*** it will require an adjustment to your State of Alaska paycheck and leave account.

***ADJUSTMENT PROCESS**

The required adjustments will be made to your pay and leave accounts for any **duplicate payments**. A portion of your leave will be returned to your leave balance and the dollar amount you were paid for that leave will be deducted from your State of Alaska paycheck. Your department Human Resource Office and Technical Service Group will notify you about the timing and amount of deductions to your paycheck.

ADDITIONAL INFORMATION

- ✓ Time that is not covered by your leave and paid by WC payments will be WC LWOP
- ✓ WC LWOP will substantially reduce your State of Alaska paycheck
- ✓ Your leave accrual will be reduced by periods of WC LWOP
- ✓ Your Merit Anniversary date and leave base date may be adjusted due to WC LWOP
- ✓ Once your leave is exhausted you will default into full WC LWOP
- ✓ You may need to make other arrangements for any automated deductions, i.e., loan payments
- ✓ WC LWOP may affect health insurance eligibility and deferred compensation contributions
- ✓ WC LWOP may affect your Public Employees' Retirement (PERS) time. If you wish to buy back your service time reduction contact the Division of Retirement and Benefits at 465-4460

**If you have any questions,
Please contact your department's Human Resource Office/Technical Service Group**