

Human Resource Services

Marshall University

207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755

Phone 304.696.6455; FAX 304.696.6844, E-mail human-resources@marshall.edu

WORKERS' COMPENSATION DISABILITY BENEFIT PAYMENT INFORMATION SHEET

PLEASE READ THIS INFORMATION SHEET CAREFULLY: Employees of Marshall University or Marshall Community & Technical College claiming benefits from workers' compensation and who must complete the *Workers' Compensation Disability Benefit Payment Option Form* should read the Option Form very carefully. It can be viewed on or printed from the web at:

<http://www.marshall.edu/human-resources/forms/WCDBPOptionForm1.pdf>.

The decision made on that form is important and has implications for the employee. Once an option is selected and the form is sent by Human Resource Services to the State workers' compensation office, the employee may be unable to change the decision. Human Resource Services cannot take any action or provide any service to attempt to get the decision changed later.

This information sheet is intended to provide additional information that may make the decision on the Temporary Total Disability (TTD) Option versus the Sick Leave Option easier to make. This sheet is provided for information purposes only. This is not legal advice and does not substitute for the language actually contained in the Disability Benefit Payment Option Form. If you have any questions about your decision on the form, you are encouraged to consult with representatives from Human Resource Services. You are encouraged to review the information below before completing the Disability Benefit Payment Option Form:

UNDER THE TEMPORARY TOTAL DISABILITY (TTD) OPTION:

- An employee can use their sick leave (SL) and/or annual leave (AL) until they receive the first temporary total disability (TTD) check from workers' compensation (WC). The employee must notify Human Resource Services of the receipt of the check.
- Employee will be placed on WC leave of absence (LOA) without pay at the end of the pay period in which the first TTD check is received.
- TTD checks must be turned in to the University up to the date of the last check received from MU. This repayment will "buy back" the leave time taken. Failure to reimburse the University will result in payments being deducted from future wage payments.
- Employee will not accrue leave from the first day missed due to injury.
- Employee will not accrue service credit toward the annual experience increment (AEI) or the classified salary schedule during this time.
- Employee will not be paid for holidays occurring during the period of absence due to the injury.
- Employee while receiving TTD will be paid at the normal time for the AEI to the date of the first day missed.
- Employee will accrue service credit for reduction in force.

UNDER THE SICK LEAVE OPTION:

- This option is only available to State employees.
- Employee will remain on active payroll status while using sick leave and/or annual leave until sick leave and/or annual leave are exhausted. Employee will accrue leave and be paid for holidays while off for the workers' compensation injury and while using sick leave and/or annual leave.
- Employee will be paid for and accrue time for the annual experience increment (AEI) as well as accrue service credit for reduction in force while using sick leave and/or annual leave.
- There is no buyback of leave under this option. This option is the same as if you are off sick or sustain an injury that occurred outside the workplace.
- After exhausting sick leave and/or annual leave, employee will receive temporary total disability (TTD) benefits for the duration of leave. The employee should refer to the TTD options for that period.