

RECORDING EMPLOYEE ABSENCES DUE TO WORK-RELATED INJURIES AND DISEASE

FOR TRAUMATIC INJURIES:

Traumatic injuries are reported on the form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. Injured employees may elect to use their own sick or annual leave, or continuation of pay (COP) for any work absences. If the employee elects COP, code "LU" should be used to record the employee's absence on the date of injury. Only the actual number of hours missed from work should be recorded under this code. If no time is lost on date of injury, the time included under the "LU" code should be input using a fraction of time (i.e., 0.25 hrs) to account for the administrative time spent completing injury-related paperwork. At no time should the code "LU" ever be used beyond the date of injury. For time-loss on days subsequent to the date of injury subsequent days, code "LT" should be used. Once again, only the actual number of hours missed from work should be recorded under this code. Please remember that COP is a limited entitlement, and that all absences charged to "LU" or "LT" must be supported by medical documentation. For time-loss from work beyond the COP entitlement period, the employee's absence should be recorded as sick or annual leave, or leave without pay (LWOP) in accordance with the employee's request. Should the employee elect LWOP, code "KD" should be used. All absences must be supported by medical documentation.

FOR OCCUPATIONAL ILLNESSES AND DISEASES:

Occupational illnesses and diseases are reported on the form CA-2, Notice of Occupational Disease and Claim for Compensation. Injured employees may elect to use their own sick or annual leave, or claim LWOP for any work absences. If the employee elects LWOP, code "KD" should be used. At no time should the COP codes of "LU" and "LT" ever be used for absences from work related to occupational illnesses or diseases. All absences must be supported by medical documentation.