

## Purpose

When an employee goes out on Workers' Compensation Leave due to a work-related injury or illness, he/she has the option to supplement, or decline to supplement, his/her pay. This form will tell UCPath which election the employee has chosen so that the UCPath Center can coordinate the employee's pay accordingly.

## Use

The location will present this form to the employee, offering the three options that are available for election. When the location submits the extended absence request, placing the employee on a Workers' Compensation Leave in UCPath, the signed and completed election form will be attached to that request; every new Workers' Compensation leave submitted requires an election form. The form must be returned to UCPath within 5 business days of the employee being placed on a Workers' Compensation leave. After this time has passed, UCPath will elect the default, Option 2, on the employee's behalf.

## Instructions

- Section 1: Initiator completes Employee ID# and Employee Full name.
- Section 2: Employee makes election by selecting one of the three buttons representing the three different options. Employee may also enter any additional comments in the box provided.
- Section 3: Employee signs and dates the form confirming that the above election has been chosen.
- Initiator attaches the completed form to the Extended Absence Request submitted to the UCPath Center.

## Election Descriptions

- **Option 1: Both sick and vacation leave are used to supplement temporary disability checks.**
  - Leave Accruals: Sick and Vacation leave accruals are earned at the normal rate, while the employee is receiving temporary disability payments; sick and vacation accruals earned during this period may be used as soon as they are accrued.
  - Salary Impacts: Under this option, the employee's available sick and vacation accruals will be used to make up the difference between the temporary disability checks the employee receives from Sedgwick, CMS and the employee's base pay. Provided the employee has sufficient leave accruals to supplement the temporary disability checks, the employee could receive 100% of his/her salary while temporarily disabled for a work-related injury or illness. The University of California will first exhaust the employee's sick leave and then apply vacation leave. The temporary disability payments the employee receives will be deducted from the employee's paychecks.
  - Benefits Impacts: Because the employee is on regular pay status, the employee's medical, dental and vision care insurance premiums will continue to be paid by the University of California, as they are currently, and the employee will continue to earn normal retirement service credit.
  - Extended Sick Leave: When an employee's sick and vacation leave accruals have been exhausted, the employee will be eligible for "Extended Sick Leave Benefits." The University will pay 80% of the employee's salary. On Extended Sick Leave, the University

The retention schedule for this form can be found at <http://recordsretention.ucop.edu/>.

will continue making contributions toward the employee's medical, dental and vision care insurance benefits, as they are currently. An employee will earn retirement service credit at 80%. During Extended Sick Leave, the employee will accrue sick and vacation leave at the employee's normal rate. However, the employee's leave accruals will be credited to the employee only upon returning to work. The employee may receive Extended Sick Leave benefits for up to 26 weeks. When the temporary disability checks cease, Extended Sick Leave benefits will cease, also. (Note: While on Extended Sick Leave, an employee cannot supplement to 100% pay status.)

- After Extended Sick Leave is Exhausted: After the exhaustion of 26 weeks of Extended Sick Leave, if the employee remains temporarily disabled and is still receiving temporary disability checks, he/she will be placed on a leave of absence without pay. During the leave, the employee's vacation and sick leave will continue to accrue at the normal rate, but will be credited to the employee only when he/she returns to work. The employee will not accrue retirement service credit and will be required to pay the full cost of UC contribution for medical related insurance premiums directly to the University of California.
- **Option 2: Sick leave, only, is used to supplement temporary disability checks.**
  - All of the provisions listed under Option 1 are the same terms an employee receives under Option 2; except, under Option 2, the University of California will only use the employee's sick leave to supplement temporary disability checks. No vacation leave will be used. Only Options 1 and 2 will permit employees to receive Extended Sick Leave benefits.
- **Option 3: No leave accruals are used to supplement temporary disability checks – Leave without pay status.**
  - Salary Impacts: If the employee has sick or vacation leave accruals, but chooses not to use them while temporarily disabled, the employee will be placed on a leave without pay. The employee will receive temporary disability checks from Sedgwick, CMS and no salary from the University of California.
  - Benefit Impacts: The employee will not accrue retirement service credit and will be required to pay the full cost of UC contribution for medical related insurance premiums directly to the University of California.
  - Leave Accruals: The employee will earn sick and vacation leave at his/her normal rate, but it will not be credited to the employee until he/she returns to work. If the employee separates without returning to work, the employee will not be paid for vacation accrued while on leave without pay.
  - Extended Sick Leave: The employee is not eligible for Extended Sick Leave benefits.

**Form Buttons:** There are three buttons at the top of the form. These buttons are only visible via the monitor. The buttons cannot be seen on a print preview or a printout of the form.

- The "Clear Form" button will display a warning message before clearing the form of all entered data. The user has the opportunity to choose not to clear the form.

- The “Validate” Button will highlight all empty, required fields on the form. When all required fields have been completed, the button will display a message confirming that there are no longer any required fields to complete.
- The “Undo Highlight” Button will remove the highlight from the form, should the user not want the highlight to be visible, as they continue to complete the form.

**Digital Signatures:** Click on the digital signature block to digitally sign the document. If the user has already created a digital signature on his/her computer, then the user will need to input his/her signature password, and the document will be automatically signed.

When the user signs the document, he/she will be prompted to ‘Save As’ a new document. (*Suggestion: the new document can have the same filename, but with “ – Signed” added to the filename.*) **After the document has been signed and the auto-date has appeared in the box next to the signature, the user MUST SAVE the new document one more time, so that the date will be retained.** This last saved version will be the document that the user will attach to his/her case.

If the user has not, yet, set up a digital signature, upon clicking on the signature block, he/she will be prompted to create one. Below is a list of instructions that will assist the user in creating a new password-protected signature file:

- I want to sign this document using:
  - Select radio button “A new digital ID I want to create now”
  - Click Next
- Where would you like to store your self-signed digital ID?
  - Select radio button “New PKCS#12 digital ID file
  - Click Next
- Enter your identity information to be used when generating the self-signed certificate.
  - Fill in your company information and email address
  - Click Next
- Enter a password for your new digital ID file.
  - Put in your password, and then again, to confirm
  - Click Finish

### **Contact Information**

UCPath: <http://ucpath.universityofcalifornia.edu>  
UCPath email: [ucpath@universityofcalifornia.edu](mailto:ucpath@universityofcalifornia.edu)

UCPath  
14350-1 Meridian Parkway  
Riverside, CA 92518  
Fax: (855) 982-2329  
Monday - Friday: 8 a.m. – 6 p.m.

The retention schedule for this form can be found at <http://recordsretention.ucop.edu/>.

An employee will use this form to elect whether he/she would like to supplement, or decline to supplement, his/her pay, while out on Workers' Compensation Leave due to work-related injury or illness. Click to access [form instructions](#).

**SECTION 1. KEY INFORMATION - EMPLOYEE**

**\*Indicates Required Fields**

Employee ID#* (8 Digits)	Last Name*	First Name*	M.I.

**SECTION 2. EMPLOYEE ELECTION**

<b>I have read and understand my options, as listed in the <a href="#">instructions</a>, and elect the following option: *</b>	
<input type="radio"/>	<b>Option 1:</b> Use sick and vacation leave to supplement temporary disability checks.
<input type="radio"/>	<b>Option 2:</b> Use only sick leave (not vacation) to supplement temporary disability checks.
<input type="radio"/>	<b>Option 3:</b> No use of leave accruals to supplement temporary disability checks - Leave without Pay Status.
<b>Additional Comments</b>	

**SECTION 3. EMPLOYEE SIGNATURE**

<b>Signature*</b>	<b>Date*</b> (m/d/yyyy)