

## Compensation Consent Form

Date: \_\_\_\_\_

To: \_\_\_\_\_

RE: Workers Compensation Injury

Please be advised that your recent workers compensation absence(s) from work are managed in the following manner:

>The first 7 days off work after your injury will be unpaid.

>Days 8-13 off work after your injury will be reimbursed through Public Entity Partners at a rate of 66 - 2/3% of your salary.

>Days 14 until the date of your return to work will be reimbursed through Public Entity Partners at a rate of 66 - 2/3% of your salary. After day 14, the time off work for days 2-7 will be reimbursed by Public Entity Partners at 66 - 2/3%. The first day of your injury will never be reimbursed by Public Entity Partners.

If you have leave balances such as sick, vacation or compensatory time, you may use these totals to make up the difference between the 66 - 2/3% and the 100% of your wages while off work on a work related injury. If you choose to use your leave totals to supplement the 66 - 2/3%, when Public Entity Partners sends the reimbursement check to the Town for you, you will be required to endorse the check, return it to Human Resources and it will be deposited back to your department's payroll account.

**EXAMPLE:** For a regular 40 hour work week, you would use 15 hours of your leave balance in the following order with no deviations: 1<sup>st</sup> – sick, 2<sup>nd</sup> – vacation and 3<sup>rd</sup> – compensatory time. The Town would also consider the upcoming Public Entity Partners indemnity payment to be 25 hours, giving you a total of 40 hours for that week.

If you choose not to use your leave totals, your Town salary will stop on the date of your injury. You will be responsible for paying your insurance premiums to Human Resources on your normal pay dates (contact Human Resources for your premium amounts and the due dates). Non-payment of premiums could result in coverage/claims being pended, and in some instances your coverage could be cancelled. You would generally receive the Public Entity Partners indemnity check up to 14 days after your time off work began.

**Remember that your workers compensation absence runs concurrently with FMLA  
(See Chapter 9 of the Personnel Policies and Procedures).**

I authorize the use of my leave totals to supplement my workers compensation absence:

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

I do not authorize the use of my leave totals to supplement my workers compensation absence:

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_