

Academic Affairs Manual (ACD)

ACD 601–06: Workers’ Compensation

Effective: 4/2/1979

Revised: 11/1/2005

Purpose

To define policy and procedure in the event of a job-related injury or illness

Source

Workers’ Compensation Act, *Arizona Revised Statutes* §§ 23–901 to –1091

Applicability

Faculty

Academic professionals

Policy

All [faculty](#) and [academic professionals](#) who incur a job-related injury or illness should report directly to the Campus Health Service for initial treatment, unless the illness or injury is serious or the Campus Health Service is not open. When a faculty member or academic professional is treated by a private physician or at a hospital, the attending physician must sign a release statement. The faculty member or academic professional must present a release statement to his or her department before returning to work.

Workers’ compensation is paid while the faculty member or academic professional is [disabled](#), beginning on the eighth [day](#) of [disability](#). If disability extends beyond 14 days, workers’ compensation is paid from the date of disability. Lost time of seven days or less may be charged against accrued sick or vacation leave.

Workers’ compensation will equal 66 2/3 percent of a faculty member’s or academic professional’s salary or wages up to the legislatively approved maximum of \$43,000. A faculty member or academic professional who is awarded workers’ compensation must use accrued sick leave and may use accrued vacation leave to supplement workers’ compensation up to, but not to exceed, the full salary or wages. Sick leave and, if desired, vacation leave will be charged on a prorated basis for the difference (33 1/3 percent) between the workers’ compensation award and the faculty member’s or academic professional’s full salary or wages, as listed in the chart below.

Workers’ Compensation Payment and Sick Leave and/or Vacation Supplements

Days Disabled	Days Paid By	
	Workers’ Compensation	Accrued Sick and/or Vacation Leave
1-7 days	0 percent	100 percent
8-13 days	66 2/3 percent	33 1/3 percent
14 days or longer	66 2/3 percent	33 1/3 percent

	If the absence extends beyond 14 days: Workers' compensation will pay for 66 2/3 percent of individual's salary or wages up to the legislatively approved maximum of \$43,000.
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A faculty member or academic professional on a fiscal contract will continue to accrue sick and vacation leave at the regular rate while receiving partial salary through the university.

After accrued sick leave and, if desired, vacation leave have been exhausted, the faculty member or academic professional will receive payment only from workers' compensation (i.e., 66 2/3 percent of the employee's salary or wages up to the legislatively approved maximum of \$43,000) and will be placed on a leave of absence without pay for a maximum of six months. The faculty member or academic professional will continue to receive the benefit of the employer contribution on all applicable benefit programs during this period. A faculty member or academic professional who cannot return to work and assume all work responsibilities after six months of leave may be terminated.

If the disability is expected to continue for a period of more than six months, the faculty member or academic professional should contact Human Resources (HR) to apply for long-term disability benefits three months after the last day of work (see [ACD 601-04](#), "Long-Term Disability Insurance").

Upon release by a physician to return to work, a faculty member or academic professional will return to the former position held or to a comparable position within the department without loss of benefits or rate of compensation.

Workers' compensation provides survivor benefits to dependents of a faculty member or academic professional whose death is caused by injuries during the performance of duties. If death occurs as a result of an accident during the course of employment, the employee's department should contact HR.

Note: Family leave ([ACD 702-03](#), "Family Leave") is not an additional leave; rather, it is to be used concurrently with this policy.

Procedure

Responsibility	Action
Faculty member or academic professional	<ol style="list-style-type: none"> 1. Notify the supervisor of the injury immediately, if possible. 2. Report to the Campus Health Service for treatment, if possible. 3. Complete and sign the appropriate portion of the Workman's and Physician's Report of Injury form at the Campus Health Service or at the attending physician's office.
Campus Health Service	<ol style="list-style-type: none"> 4. Complete and forward the form to Human Resources (HR).
Supervisor	Complete sections 1–32 of the Employer's Report of Industrial Injury form. If the answer to section 28 is "yes," please attach an explanation. Sign and date the form.
Faculty member or academic professional	<ol style="list-style-type: none"> 6. Obtain the Employer's Report of Industrial Injury form from the supervisor. Sign and date the Assignment of Possible Compensation form. 7. Notify the supervisor whether absence should be charged to vacation leave after accrued sick leave has been used.
Department	<ol style="list-style-type: none"> 8. Forward the forms to HR.

Human Resources	<p>9. Complete sections 33–52 of the Employer’s Report of Industrial Injury form.</p> <p>10. Transmit the appropriate paperwork to Arizona Risk Management and to the Industrial Commission of Arizona.</p> <p>If the faculty member or academic professional is using accrued sick leave and, if desired, vacation leave:</p>
Supervisor or designee	<p>11. Submit the Absence Report for the faculty member or academic professional.</p> <p>If the faculty member or academic professional has exhausted accrued sick leave and, if desired, vacation leave:</p>
HR	<p>12. Dock the faculty member or academic professional’s pay per policy.</p> <p>13. Process the faculty member’s or academic professional’s paycheck.</p>
Faculty member or academic professional	<p>14. . Obtain a statement of release from the attending physician to present to the department before returning to work.</p>

Cross-Reference

For further information, see [ACD 601–04](#), “Long-Term Disability Insurance.”