	<b>Agency Name</b>	Office of Family Support (OFS)			
	<b>Chapter No./Name</b>	14 - Safety Manual			
	<b>Part No./Name</b>	F. Insurance/Workers Benefits			
	<b>Section No./Name</b>	F-100 Worker's Compensation			
	<b>Document No./Name</b>	F-150 Procedures for Payment of Leave and Leave Buy-back			
	<b>Dates</b>	<b>Issue</b>	July 1, 2007	<b>Effective</b>	July 1, 2007

Time and Attendance must be coded "LD" for all leave taken as a result of an on-the-job injury or occupational disease. The employee's payroll check may be distributed as usual.

When an employee is on leave due to a work related injury/illness, the employee will receive a regular payroll check through the use of sick, annual and/or compensatory leave, in that order.

A Workers' Compensation check will be issued by the Office of Risk Management only if the lost time continues for more than seven calendar days.

**Note:** The amount of benefit is based upon the average weekly wage paid for the four full weeks prior to the injury. The employee may receive sixty-six and two-thirds percent (66 2/3%) of that amount, not to exceed three quarters of the statewide average weekly wage. The state's average weekly wage is determined each year by the Louisiana Employment Security Commission, and the workers' compensation maximum and minimum benefits are adjusted each September 1st.


A check made payable to the employee will be sent to the OFS Human Resources Section by the Office of Risk Management. Should a check be sent directly to the employee or the cost center in error, it must immediately be sent to the OFS Human Resources Section.

The employee must buy back a portion of the leave (in the same order it was used) with the compensation payment from the Office of Risk Management. The OFS Human Resources Section will send the check received from the Office of Risk Management to the Cost Center Manager who must obtain the employee's endorsement. The check must be endorsed to the Department of Social Services. The OFS Human Resources Section will indicate the number of hours of sick, annual and/or compensatory leave the employee is eligible to buy back. The employee is required to buy back the leave; he/she may not keep the check(s).

Before the buy-back of leave, the employee will be reimbursed for any leave without pay hours he may have incurred during the period of incapacity. The employee must submit a money order made payable to the Department of Social Services for the difference between the amount of the check and the amount he is to keep. Upon receipt of the money order, the Cost Center Manager will give the employee the compensation check from the Office of Risk Management, which the employee may retain.

The OFS Human Resources Section will then use the remainder of the Office of Risk Management check to buy back any annual, sick or compensatory leave used during that period. Leave buy-back is determined by dividing the amount of the compensation payment (after Leave Without Pay reimbursement) by the employee's hourly salary at the time the leave was taken. The employee must first buy back sick leave, then annual leave, then any compensatory leave which was taken during that period. The employee will be able to buy back only a portion of the leave.

Upon receipt of the endorsed compensation check or the money order, the OFS Human Resources Section will credit leave as indicated and forward the check to OM&F Fiscal to be deposited.

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Once the employee has exhausted all leave, the Office of Risk Management will begin sending compensation checks directly to the employee. At this point, the employee will be responsible for payment of his share, only, of any applicable insurance premiums and/or deductions. The employee will only receive service credit for eligibility determination purposes and will not receive credit to be used in computation of a retirement benefit.