DU Employee Injury Reporting and Workers’ Compensation Procedures for Supervisors

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Exempt (Salary) Employees:
As a reminder, per HRIC’s policy, exempt employees who are regularly scheduled to work 37.5 hours per week and are
away from work for less than 3.75 hours in one day do not report hours from sick or vacation time. Similarly, time taken
in excess of 3.75 hours but less than a full day should be reported as 3.75 hours taken from the appropriate balance.
Exempt employees who are regularly scheduled to work 40 hours per week and are away from work for less than 4.0
hours in one day do not report hours from sick or vacation time. Similarly, time taken in excess of 4.0 hours but less than
a full day should be reported as 4.0 hours taken from the appropriate balance. (Link to the HRIC Employee Handbook:
https://www.du.edu/human-resources/hrpartners/employee-handbook.html.)

Most medical appointments should not take more than two hours. Per HRIC’s policy, exempt employees should not
need to report any time off for appointments unless there’s an unusually long appointment.

Exempt employees working a modified schedule due to restrictions should report missed time in accordance with HRIC’s
policy above.

If the employee needs to input time-off due to a WC injury, the supervisor needs to add the Workers Comp Tracking pay
code to a line on the timesheet with the amount of time missed due to the WC injury that day, and add second line using
sick (or vacation) time. If the employee does not have enough paid time off accrued, the remainder of shift should be
unpaid. We will need to work with Payroll for unpaid time off for exempt employees, but you must add Workers Comp
Tracking to track the time that the employee misses work for WC.

11. FMLA: WC does not provide job protection; however, the Family Medical Leave Act (FMLA) provides job protection
to qualified employees for a certain amount of time for qualified medical reasons. If an employee misses three (3) or
more days of work for being out sick or injured, supervisors should notify the benefits team at benefits@du.edu so that
the benefits team is aware of the employee’s absences. FMLA is separate from the WC process, but the two can overlap
if the employee is missing work due to their WC injury and they are eligible for FMLA job protection. Please reach out to
HRIC’s benefits team at benefits@du.edu if you have questions about FMLA.
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