



THE SCHOOL DISTRICT
OF PALM BEACH COUNTY, FLORIDA

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Guidelines for Workers' Compensation Leaves

When an employee is off work due to an authorized workers' compensation (WC) injury please follow these guidelines for payroll reporting and leaves:

1. Mark the employee with a "WCL" if authorized for Line of Duty (see Guidelines for Line of Duty).
2. If the employee is out in excess of 10 days (or exhausts Line of Duty time) mark the pay screen with a "WOP" and follow regular Leave of Absence procedures (Note: WC will begin paying if authorized).

If the employee is in an "unpaid status" ("WOP") in excess of 10 days, leave forms are required (forms 1666 and 2312). Submit the form to the employee's timekeeper.

If employees are in an unpaid status for the MAJORITY OF THEIR DUTY DAYS in any given month, health benefits may be in jeopardy if intermittent FMLA has not been approved.

NOTE: With respect to non-instructional personnel, you may advertise for an interim position if the employee is on an approved leave.

Once an employee returns to duty, send an email message to risk@palmbeach.k12.fl.us to let us know. If you are not receiving Work Status Forms (DWC-25) regularly from the District's Third Party administrator, contact them at 1-800-482-3272 or risk@palmbeach.k12.fl.us.

Beneficial queries in Peoplesoft

To determine how many Line of Duty (WCL) days the employee has used:

PB_TL_PAYABLE_TIME_BY_EMPLID

To determine the Peoplesoft claim number using the Employee ID:

WC_INCIDENT_SEARCH_BY_EMPLID

To view a list of employees with reported claims:

WC_OSHA_300

If you have any question please call the Claims Technician, PX 4-8677 or PX 4-7440.

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