

# UNIVERSITY OF HAWAI'I

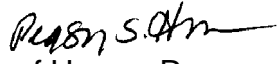
---

Office of Human Resources

October 9, 1997

## MEMORANDUM

TO: Administrative/Personnel Officers

FROM: Peggy S. Hong   
System Director of Human Resources

SUBJECT: Workers' Compensation Disability Benefits

In conjunction with the University's efforts to avoid salary overpayments, we must modify existing practices relating to the submission of leave information impacting on workers' compensation cases. This modification will affect the processing of adjustments to the employee's pay and sick/vacation leave balances when the employee is receiving workers' compensation Temporary Total/Partial Disability Benefits (TTD/TPD).

When an employee is temporarily totally or partially disabled from work due to an industrial injury, the employee may use accumulated sick/vacation leave credits to supplement the workers' compensation disability benefits. This allows the disabled employee to continue to receive 100% of his or her salary while on industrial sick leave. The amount of pay to which a disabled employee may be entitled as well as the amount of sick/vacation leave used by the disabled employee to supplement his or her disability pay, is determined by formulae contained on the Form 09, State of Hawai'i Disability Benefits Worksheets.

Henceforth, disabled employees' leave information and certificates of disabilities are to be submitted to the Office of Human Resources (OHR) via a completed UH Form 78 (Copies of the UH Form 78 and instructions may be found on the OHR homepage under the Electronic Document Distribution/Forms selection). Upon receipt of the disabled employee's leave data and documents, OHR will prepare the required Form 09. Copies of the completed Form 09 will be submitted to Payroll for pay administration purposes as well as to disabled the employee's program/office, which will initiate appropriate adjustments to the affected employee's sick/vacation leave balances, based on the "leave used" information contained on the Form 09.

We thank those Personnel/Administrative Officers who helped create and test the new UH Form 78 and associated procedures. It is our hope that this new form and procedures will facilitate the accurate reporting of essential information and result in an expeditious calculation and adjustment of payroll and employee leave information.