WC Lost Time Wages – Quick Reference

ELIGIBILITY	Miss > 3 days due to work injury → Eligible for WC (TTD)
DAYS 1 – 3	Use PTO (sick, vacation, personal) or unpaid if no PTO available
DAY 4 +	Eligible for WC lost wage benefits. WC Administrator will provide directions to injured worker on filing a WCC claim.
> 14 DAYS	Injured workers who miss more than 14 days will be compensated for the initial 3 days of payroll after date of injury.
EMPLOYEE CHOICE	1. File a claim to receive WC lost wage payments (Employer wages stop and employee pays their share of benefit premiums)* 2. Continue to use available PTO to receive full wages until PTO is exhausted
REQUIRED	Document employee decision
COORDINATION	Work with WC Administrator for timely payment to the employee
NEED HELP	Contact HR or Risk Management

* *Anyone using Worker's Compensation benefits is NOT eligible to use vacation or 402 time to make up the difference or supplement TTD.*

For a comprehensive explanation on how to move forward with payroll to an injured worker, please reach out to Risk Management or Human Resources for guidance.