



BENEFITS DURING ABSENCES DUE TO WORKPLACE INJURIES/ILLNESS OCCURING ON OR AFTER JUNE 2017

Oklahoma State University provides workers' compensation (WC) coverage for all employees, including students and temporary workers. WC assists employees when accidental injuries or occupational illness arise from employment.

Coverage provides for reasonable and necessary medical treatment and some income replacement. Medical bills are paid promptly. OSU is self-insured for its WC program; Broadspire, a third-party administrator, processes most claims.

The first three full working days, following the date of injury, missed due to a WC injury/illness, are paid through use of OSU accrued leave or leave without pay. This waiting period and corresponding delay in payment from Broadspire applies only to temporary total disability as defined below. After this waiting period has passed, Broadspire will provide payment for qualified WC absences in accordance with Oklahoma statute. Unless the employee submits a written request stating otherwise, OSU leave accruals will be used to supplement payments from Broadspire.

Temporary Total Disability (TTD) Payments

TTD is paid when an employee is unable to work due to the treating physician's orders. Payment is based upon a calculation of 70% of the employee's average weekly wage (AWW), not to exceed 70% of States AWW or a maximum of \$607.40 as January 1, 2019. This rate is reviewed annually by the state and may be updated on November 1 of each year. This is further impacted by setting the TTD rate in equal daily payments for a seven-day period. Please note that days are calculated as calendar days even if the employee is not normally scheduled to work. TTD Variables are as follows.

Number of Days	TTD Variable to Be Used
One	0.14
Two	0.29
Three	0.43
Four	0.57
Five	0.71
Six	0.86
Seven	1.00

Example: Bob is placed on TTD by his physician on Wednesday and is unable to work for the remainder of the week (four days); therefore, his TTD payments from Broadspire would be calculated as $AWW * 0.7 * 0.57$. Bob's hourly wage is \$12.50 and his AWW is \$500; therefore, he will be paid \$199.50 from Broadspire for this week. In order to earn full payment for the week, Bob will need to use OSU accrued leave to offset this amount.

In this scenario, if Bob worked Monday and Tuesday (16 hours = \$200) and was paid \$199.50 from Broadspire, he would need to earn an additional \$100.50 (\$500-\$200-\$199.50) through use of OSU accrued leave using 8.04 hours (\$100.50 / \$12.50).

Broadspire will automatically make TTD payments from medical information supplied to them through the physician's office. To ensure that Broadspire does not overpay the employee, the unit must immediately notify OSU HR by e-mail (workerscomp@okstate.edu) of the employee's return to work.

Temporary Partial Disability (TPD) Payments

TPD is paid when an employee is available for work at a reduced schedule due to the treating physician's restrictions. There is no waiting period for this benefit. Qualified absences will be paid by Broadspire at 70% if the employee earns less than 80% of his/her average AWW for the week. Qualified absences do not include absences necessitated by other types of leave, testing, physical therapy appointments or doctors' appointments.

For example, Carmen's AWW is \$500 per week. She is required to work no more than four hours per day by her treating physician; therefore, her pay will be \$250 for time worked and \$75 (20 hours x 0.3 x \$12.50 per hour = \$75) for sick leave paid. The total earned for the week from OSU (\$325) is less than 80% of her AWW (\$400); therefore, Broadspire will pay Carmen 70% of the 20 hours that she did not work (70% x 20 hours = 14 hours). However, if Carmen is limited to 7 hours of work a day, her OSU pay would be \$437.50 which is over 80% of her AWW, and she would not be eligible for TPD payments. In this case, Carmen's absences would require 100% use of OSU accrued leave.

In order for Broadspire to pay the employee for TPD, absences must be reported to OSU HR using *Reporting of TTD TPD Hours* found at <http://hr.okstate.edu/benefits/workcomp>. This information should be submitted to workerscomp@okstate.edu for each week of absence. To ensure no untimely delays in this process, units should submit this information every Friday. OSU HR staff will process requests each Tuesday for submission to Broadspire for payment to the employee.

Extended Periods of Leave

Employees on an extended WC leave (full month or longer without pay) should contact OSU Benefits, (405) 744-5449, about their benefits within 30 days. OSU-paid health coverage for the employee will continue during WC leave unless OSU is required to cancel because other employee-paid health, dental, or vision premiums become delinquent. OSU-paid employee life coverage will continue for no longer than one year. Employee-paid benefits will be billed through the Bursar's office if there is insufficient pay to make the deductions. In addition, the employee may qualify for family medical leave or long-term disability (if LTD has been elected by the employee, any open worker's comp claim must be closed before filing of LTD can occur). If so, FMLA would run concurrently with WC leave.

In rare occasions of a severe work-related injury or illness, an injured employee may be eligible for prosthetic devices, physical rehabilitation, vocational rehabilitation, or permanent disability compensation. If the injury or occupational illness causes death, the employee's dependents may be eligible for additional benefits.



HUMAN RESOURCES

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Mileage Reimbursement

Injured employees may be eligible for mileage reimbursement through Broadspire. If an employee believes they are eligible for mileage reimbursement, he/she will need to complete the Mileage Reimbursement document located at <http://hr.okstate.edu/benefits/workcomp>. The document may be submitted directly to Broadspire for review in coordination with the claim.

Please note that employees who have hired an attorney to assist them with their workers' compensation claim must submit their requests for mileage reimbursement through their attorney.

The Oklahoma Worker's Compensation Court Counselor Program, at (800) 522-8210, offers employees private counseling concerning injuries or sicknesses that occur on the job. This service is offered without cost to provide clear, unbiased answers to sometimes-complex WC questions. You may also visit the website at www.owcc.state.ok.us.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.