

## Applying for Workers' Compensation Leave of Absence

### EMPLOYEE

- Report must be made within 15 days of accident/injury or claim may be denied.
- Seek immediate medical attention if this is an emergency situation.
- Notify Principal/Supervisor of injury
- Complete Notice of Accident or Occupational Disease Disablement Form
- **Call Risk Management Claims**
- **(505) 830-8466**
- Leave a message with your name, employee ID number, phone number, date of injury/accident

### RISK MANAGEMENT (CCMSI)

- Continue to monitor the Employee's treatment and pay claim

### EMPLOYEE

- Provides Leave Specialist with updated medical documentation to extend the leave
- Tracks FMLA Usage (if necessary)

### RISK MANAGEMENT

- Risk Management notifies CCMSI of the employee's claim

### PRINCIPAL/SUPERVISOR SECRETARY

- Applies correct LOA Codes for Payroll reporting
- Tracks FMLA Usage (if necessary)

### EMPLOYEE

- Employee notifies the Leave Specialist of the claim
- Employee provides Leave Specialist medical documentation

### RISK MANAGEMENT (CCMSI)

#### Restrictions

- Employee advised to meet with Staffing Specialist for temporary placement
  - Temporary Transitional Duty Agreement processed for up to 90/180 days

#### No Restrictions

- Employee advised to meet with Leave Specialist for reinstatement.

### LOA SPECIALIST

- Determine if Employee is eligible for a leave of absence.
  - Has the employee worked one (1) contract year with APS?
  - Yes. Process Leave Letter based on medical documentation
  - No. Deny Leave. Employee may remain on W/C but not eligible for leave of absence
- An approval/denial Leave of Absence letter is processed and mailed to the employee
- Copy of Leave Letter to Principal/Supervisor
- Copy of Leave Letter to Payroll
- Process extensions as needed until employee is released to return to work

### EMPLOYEE

- Provides Leave Specialist with Medical Release
- Reinstates (in person) to active duty with the Leave Specialist

### Questions?

(A-L) 889-4886

(M-Z) 889-4865