



POLICY AND PROCEDURE  
ARIZONA STATE UNIVERSITY

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REVISED 7/1/1992

MANUAL Creating  
Administrative Manuals

SECTION  
Format Standards

SUBJECT Visibility of  
Organization in Policies and Procedures

EFFECTIVE  
12/1/1984



POLICY AND PROCEDURE  
ARIZONA STATE UNIVERSITY

NUMBER SPP 504-06
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MANUAL Staff Personnel

SECTION Benefits

SUBJECT Workers' Compensation

EFFECTIVE  
4/2/1979

**PURPOSE** To define policy and procedure in the event of a job-related injury or illness

**SOURCE** Workers' Compensation Act, Arizona Revised Statutes §§ 23-901 to -1091

**APPLICABILITY**

Classified and administrative staff

**POLICY** All staff who incur a job-related injury or illness should report directly to Student Health for initial treatment, unless the illness or injury is serious or Student Health is not open. When a staff member is treated by a private physician or at a hospital, the attending physician must sign a release statement. The staff member must present a release statement to his or her department before returning to work.

Workers' compensation is paid while the staff member is disabled, beginning on the eighth calendar day of disability. If disability extends beyond 14 calendar days, workers' compensation is paid from the date of disability. Lost time of seven days or less may be charged against accrued sick or vacation leave.

Workers' compensation will equal 66 2/3 percent of a staff member's full salary or wages. A staff member who is awarded workers' compensation must use accrued sick leave and may use accrued vacation leave to supplement workers' compensation up to, but not to exceed, the full salary or wages. Sick leave and, if desired, vacation leave will be charged on a prorated basis for the difference (33 1/3 percent) between the workers' compensation award and the staff member's full salary or wages, as listed in the chart below.

**WORKERS' COMPENSATION PAYMENT AND SICK LEAVE AND/OR VACATION SUPPLEMENTS**

Calendar Days Disabled	Days Paid By	
	Workers' Compensation	Accrued Sick and/or Vacation Leave
1-7 calendar days	0 percent (0 hours per workday)	100 percent (8 hours per workday)
8-13 calendar days	66 2/3 percent (5 1/3 hours per workday)	33 1/3 percent (2 2/3 hours per workday)
14 calendar days or longer	66 2/3 percent (5 1/3 hours per workday)	33 1/3 percent (2 2/3 hours per workday)
If the absence extends beyond 14 calendar days: Workers' compensation will pay for 66 2/3 percent or 5 1/3 hours per workday for days 1-7.		

A staff member will continue to accrue sick and vacation leave at the regular rate while receiving partial salary through the university.

After accrued sick leave and, if desired, vacation leave have been exhausted, the staff member will receive payment only from workers' compensation (i.e., 66 2/3 percent of the employee's full salary or

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