

Roles and Responsibilities for the Occupational Disability (Workers' Compensation) and Family Medical Leave Act (FMLA) Process

Role	Responsibility When going Out on a Workers' Compensation Leave	Responsibility When Returning From Workers' Compensation Leave	Contacts	Notes
Employee	<ul style="list-style-type: none"> • Contacts supervisor about occupational injury and goes to Health Services • Fills out Workers Compensation claim forms and returns to Health Services • Contacts Benefits regarding other employee benefits and any coverage impacts during the leave • Responsible to read and understand the Workers Compensation Packet information from Health Services and the Your Guide To Time Away From Work (https://benefits.llnl.gov/content/assets/docs/Employee-Leave-Guide.pdf) • Assures accuracy of information being given to Benefits assisting with leave and that the information is provided in a timely manner to avoid impacts to pay and leave balances. • If applying for Hartford, Supplemental Disability Insurance, contacts Hartford. • Can apply for State Disability before Workers' Compensation claim has been approved** • Should continue contact with their supervisor while out on leave 	<ul style="list-style-type: none"> • Informs the supervisor as to the expected return to work date • Schedules return to work appointment with Health Services if work related injury involves one or more lost workdays. Sees clinician in Health Services Department (HSD), brings doctor's release and work status recommendations (i.e., restrictions) • Checks in with Benefits to submit the return from leave PAS Action • Checks in with Payroll supervisor after release from Health Services • Works with his/her supervisor and PAD/AD Return to Work (RTW) Liaison to facilitate transition back to work. See guideline on Health Services web site, https://policiesprocedures.llnl.gov/portal/page/portal/MYLLNL/ITEMS/DOCUMENTS/BOOKSHELF/RID-0418.pdf or contact Health Services at 925-423-0591 • Approves any outstanding attestations in LITE • Reviews Disability Guidelines for restarting payroll deductions that may need a manual start up. Review Your Guide To Time Away From Work (https://benefits.llnl.gov/content/assets/docs/Employee-Leave-Guide.pdf) 	Supervisor PAD/ AD Return to Work Liaison Benefits (2-9955) Health Services – Workers Comp (4-4499) Timekeeper Payroll (4-4444)	<p>The employee and/or supervisor should contact Health Services as soon as the injury occurs (or as soon as possible)</p> <p>Use of Supplemental Disability Insurance –</p> <ul style="list-style-type: none"> • If an employee has enrolled in and elected to use their Hartford Supplemental Insurance while on Workers' Compensation, once they have met their waiting period with Hartford, they are no longer on a <i>paid</i> status with LLNS. • An employee can have a 7, 30, 90 or 180 day waiting period with Hartford. • The employee can elect to supplement their Workers' Compensation benefits with their sick and/or vacation accruals. Employees can also supplement during their Hartford waiting period. See SHRM Benefits Paid Leave Guidelines at (https://benefits.llnl.gov/content/assets/docs/paid-leave-guidelines.pdf) <p>** Should the Workers' Compensation claim be approved the Workers'</p>

Roles and Responsibilities for the Occupational Disability (Workers' Compensation) and Family Medical Leave Act (FMLA) Process

Role	Responsibility When going Out on a Workers' Compensation Leave	Responsibility When Returning From Workers' Compensation Leave	Contacts	Notes
		for more information.		<p>Compensation carrier will work with the State Disability organization to make adjustment to ensure the employee is not over paid</p> <p>If an employee is on a leave that does not require any pay from LLNL, employees will be billed for their benefits. Benefits billed can include:</p> <ul style="list-style-type: none"> • Medical • Dental • Vision • Accidental Death and Dismemberment • Dependent Life • Legal
Payroll Supervisor	<ul style="list-style-type: none"> • Has knowledge that the employee has an occupational injury • Contacts the Department Administrator, Benefits and the Return to Work Liaison (RTW) with employee information • The employee, with the supervisor if possible, needs to report to Health Services immediately. If there is an occupational injury and the employee first treats off-site, the supervisor must notify Health Services immediately • Understands rules/policies related to protected leave Review the Extended Leaves of Absences – Guidelines for Managers and Supervisors, https://training-hr- 	<ul style="list-style-type: none"> • Assures that the employee visits Health Services if work related injury involves one or more lost workdays • Works with the Return to Work Liaison when the employee is released to work, with or without restrictions • Works with the employee and other's managers and supervisors, with the assistance of the Return to Work Liaison, Health Services, and Staff Relations, as necessary, to assess any needed work accommodations • Works with the Disability Management Team to resolve concerns pertaining to 	Employee PAS Initiator PAD/AD Return to Work Liaison Benefits (2-9955) Health Services – Workers Comp (4-4499) Staff Relations (2-9501) Matrix Supervisor	<p>Should an employee have an occupational injury, the supervisor should contact Benefits to let them know the person is out. Benefits can then contact the employee or emergency contact to give them information on benefits and send the guide and required FMLA/CFRA notices to the home with contact information.</p> <p>+ Leave of Absence/Leave Without Pay (LWOP) Approval</p> <ul style="list-style-type: none"> • Department heads/division leaders may approve or deny leave without pay for up to five working days • The SHRM AD may approve

Roles and Responsibilities for the Occupational Disability (Workers' Compensation) and Family Medical Leave Act (FMLA) Process

Role	Responsibility When going Out on a Workers' Compensation Leave	Responsibility When Returning From Workers' Compensation Leave	Contacts	Notes
	<p>int.llnl.gov/PS7027/story_html5.html</p> <ul style="list-style-type: none"> • Stays in contact with employee while they are out and checks status of when the employee plans to return to work • Keeps up to date on what type of leave the employee is on; Workers Comp, Family Medical Leave Act (FMLA), Leave Without Pay (LWOP), etc... • Contacts Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) coordinator in Benefits if leave is for more than three calendar days • Should an employee be out for 5 days or more on Leave Without Pay (LWOP) the supervisor needs to request approval for Leave Without Pay+ • Ensures timecards are appropriately filled out and approved 	<p>accommodating employees' work restrictions</p> <ul style="list-style-type: none"> • Contacts Benefits to update PAS Action that the employee has returned and ensures employee is returned at correct percentage of time 		<p>all unpaid leaves over five days and up to twelve months, with the written recommendation of the department head/division leader. The written recommendation shall address items a. through e. listed in https://pppm-int.llnl.gov/g_benefits.htm#gotop - Section VIII.3 – Personal Leave Without Pay</p> <ul style="list-style-type: none"> • The Director may approve leaves without pay for more than twelve months, up to a maximum of three (3) years, in special circumstances. • The Workers Comp PAS must also be approved by Staff Relations
Matrix Supervisor	<ul style="list-style-type: none"> • Has knowledge that the employee has an occupational injury* • The employee, with the matrix supervisor if possible, needs to report to Health Services immediately. • Contacts the Payroll Supervisor immediately and communicates information about the employee 	<ul style="list-style-type: none"> • Works with Payroll Supervisor if there are any restrictions for the returning employee 	Payroll Supervisor	<ul style="list-style-type: none"> • Should the employee be injured while working in a matrix capacity

Roles and Responsibilities for the Occupational Disability (Workers' Compensation) and Family Medical Leave Act (FMLA) Process

Role	Responsibility When going Out on a Workers' Compensation Leave	Responsibility When Returning From Workers' Compensation Leave	Contacts	Notes
PAS Initiator	<ul style="list-style-type: none"> Receives FYI Leave notifications from Benefits Keeps in contact with supervisor and may need to contact Benefits for any updates on the return to work status 	<ul style="list-style-type: none"> Notifies Benefits if employee returns to work without contacting benefits 	Supervisor LAPIS Help Desk (2-2444) Payroll (4-4444) Benefits (2-9955)	
Timekeeper	<ul style="list-style-type: none"> Receives FYI Leave notifications from Benefits Ensures no time is reported on time card from effective date of PAS until Return from Leave PAS is processed Communicates regularly with employee and/or supervisor on how timecards should be filled out. Communicates regularly with supervisor as to any changes in return to work status 	<ul style="list-style-type: none"> Assists with corrected timecards Communicates with employee about clearing attestations 	Employee Supervisor PAS Initiator Payroll (4-4444)	
Benefits	<ul style="list-style-type: none"> Provides Disability and Leave information to employees and answers questions on materials. If employee is not able to meet with Benefits, sends materials out to employees via USPS mail Processes Paid and Unpaid Leave of Absence PAS Actions for Employee Disability and Family Care. Provides information on Hartford Insurance and State Disability options** If applying for Hartford benefits and/or State Disability **, collects benefit information using the Leave Request Form, regarding 	<ul style="list-style-type: none"> Ensure all benefit elections are restored Coordinates with Payroll on any one-time benefit deductions that may need to be taken Processes Return from Leave PAS Actions for Employee Disability and Family Care statuses 	Employee Supervisor Payroll (4-4444)	** Should the Workers' Compensation claim be approved, the Workers' Compensation carrier will work with the State Disability organization to make adjustment to ensure the employee is not over paid

Roles and Responsibilities for the Occupational Disability (Workers' Compensation) and Family Medical Leave Act (FMLA) Process

Role	Responsibility When going Out on a Workers' Compensation Leave	Responsibility When Returning From Workers' Compensation Leave	Contacts	Notes
	<p>employee's decision additional coverage. Promptly provides the leave information to Payroll to avoid impacts to employee pay and leave balances</p> <ul style="list-style-type: none"> • Determines eligibility for FMLA/CFRA • Provides or mails legally required FMLA/CFRA notices to employees. • Provides FMLA/CFRA email notification to the supervisor, department administrator and Payroll • Notifies employee of approval/denial of FMLA/CFRA • Provides updates on the Leave Request Form to Payroll • Retains doctor certification and other documentation from employees once validated for FMLA/CFRA. • Tracks FMLA leave time • Enters cancellation notices for employee benefits in the Benefits Panel (information comes from Payroll) • Sends Hartford form completed by Payroll for wage and job information to Hartford 			
Health Services	<ul style="list-style-type: none"> • Treats occupational injuries and illnesses or coordinates care with outside doctors. • Provides Workers' Compensation Carrier information (Workers' 	<ul style="list-style-type: none"> • Reviews and releases employees returning to work who have been out sick for one or more workdays • Notifies PAD/AD Return to Work Liaison and supervisor of any work 	<p>Employee Supervisor Payroll (4-4444) PAD/AD Return to Work Liaison Workers Compensation, Kennan</p>	

Roles and Responsibilities for the Occupational Disability (Workers' Compensation) and Family Medical Leave Act (FMLA) Process

Role	Responsibility When going Out on a Workers' Compensation Leave	Responsibility When Returning From Workers' Compensation Leave	Contacts	Notes
	<p>Compensation Packet) who have possible Workers' Compensation injuries</p> <ul style="list-style-type: none"> Informs employee to contact Benefits regarding supplemental disability benefits Sends Workers' Compensation Claim form to the Workers' Compensation Carrier Sends notification of reported occupational incidents to the supervisor, the PAD/AD Return to Work Liaison, Staff Relations and others. 	<p>restrictions</p>	<p>Palmer, (4-4499) RTW Program Coordinator, Gene Dent, (3-0591) All other matters (2-7459)</p>	
<p>Return to Work Liaison (RTW)</p>	<ul style="list-style-type: none"> Identifies and tracks employees in their organization who are not working or who have work restrictions because of work-related illness or injury Creates leave record in LEAP if out for longer than 30 days (could be Administrator for this task) Contacts supervisor about clearance extension for employees, prior to being out for 90 days (could be Administrator for this task) 	<ul style="list-style-type: none"> Assists supervisors with employees returning to work Closes out LEAP record with return to work date (could be Administrator for this task) Assists in work accommodations for returning employees with restrictions. This includes preparing communication to employees about accommodations. See guideline on the Health Services web site, https://policiesprocedures.llnl.gov/portal/page/portal/MYLLNL/ITEMS/DOCUMENTS/BOOKSHELF/RID-0418.pdf or contact Health Services at 925- 	<p>Supervisor Employee Workers Compensation, Kennan Palmer, (4-4499) RTW Program Coordinator, Gene Dent, (3-0591) Health Services, all other matters (2-7459) Staff Relations (2-9501)</p>	<ul style="list-style-type: none"> Works closely with supervisor to ensure appropriate tracking in LEAP (could be Administrator for this task)

Roles and Responsibilities for the Occupational Disability (Workers' Compensation) and Family Medical Leave Act (FMLA) Process

Role	Responsibility When going Out on a Workers' Compensation Leave	Responsibility When Returning From Workers' Compensation Leave	Contacts	Notes
		423-0591 <ul style="list-style-type: none"> • Notifies Supervisor, Health Services, Payroll and Staff Relations if an employee cannot be accommodated. 		
Staff Relations	None	<ul style="list-style-type: none"> • Provides RTW Liaisons and members of the Disability Management Team advice regarding accommodation • Assures that the Disability Management Team, RTW Liaisons, and directorates manage accommodations in accordance with policy and procedures • Assist the directorates in reaching final decisions concerning accommodations, taking into consideration the recommendations of the Disability Management Team. • Approves non-accommodations if an employee's medical restrictions cannot be accommodated 	Return to Work Liaison (RTW) Disability Management Team	
Payroll	<ul style="list-style-type: none"> • Receives Leave Request Form from Benefits about use of additional benefits services and FMLA/CFRA updates for employees going out on Workers' Compensation • Enters appropriate hours based on information received from Benefits • Completes State Disability (EDD) Benefit Audit Forms and sends to the State^ • Completes the Hartford wage and job information form and returns to Benefits 	<ul style="list-style-type: none"> • Receives PAS Action that employee has returned from leave • Makes final adjustments to employee pay and leave balances if needed • Regenerates timecards if needed • Ends benefits billing if applicable and collects any final cost from the first paycheck 	Employees Benefits (2-9955) PAS Initiator Timekeepers Workers Compensation, Kennan Palmer, (4-4499) RTW Program Coordinator, Gene Dent, (3-0591) Health services, all other matters, (2-7459)	Use of Supplemental Disability Insurance – <ul style="list-style-type: none"> • If an employee has enrolled in and elected to use their Hartford Supplemental Insurance while on Workers' Compensation, once they have met their waiting period with Hartford, they are no longer on a <i>paid</i> status with LLNS. • An employee can have a 7, 30, 90 or 180 day waiting period with Hartford.

Roles and Responsibilities for the Occupational Disability (Workers' Compensation) and Family Medical Leave Act (FMLA) Process

Role	Responsibility When going Out on a Workers' Compensation Leave	Responsibility When Returning From Workers' Compensation Leave	Contacts	Notes
	<ul style="list-style-type: none"> • Sends wage information to Third Party Workers Comp Insurance Carrier by request • Creates a work file for each employee to track supplementing with sick leave and/or vacation when the employee is receiving Workers' Compensation and/or State Disability** • Creates paychecks for employees still on pay status • Bills employees for benefits who are on Leave Without pay • Reviews any employee out on Leave Without Pay to ensure that overpayments have not been made and benefits are billed or cancelled • Sends cancellation notice for benefits coverage to Benefits for non-payment 			<ul style="list-style-type: none"> • The employee can elect to supplement their Workers' Compensation benefits with their sick and/or vacation accruals Employees can also supplement during their Hartford waiting period. See SHRM Benefits Paid Leave Guidelines at https://benefits.llnl.gov/content/assets/docs/paid-leave-guidelines.pdf <p>** Should the Workers' Compensation claim be approved the Workers' Compensation carrier will work with the State Disability organization to make adjustment to ensure the employee is not over paid</p> <p>^ Payroll completes State Disability (EDD) Audit Forms for employees receiving Disability or Paid Family Leave Benefits from the Employment Development Department.</p>