

MEMO

To: All Employees

Re: Time off for a work related injury

Please be advised that effective February 28, 2005, the date of this posting, that there will be the following changes in regards to time off for a work related injury under Workers' Compensation:

Time missed from work will need to be designated on your time sheet and/or Absence Report as (V) Vacation, (SL) Sick Leave, or (NP) No Pay. If you are off for a work related injury you will need to submit a Statement of Disability from your physician for the day to be considered compensable under workers compensation. Benefit time (Sick Leave or Vacation) must be utilized if you are unable to provide a doctor's slip documenting your time off.

If you have any questions, please contact the Office of Human Resources at (419)434-4776.