



North Carolina Department of Public Safety

Workers' Compensation Leave Request Instructions

Purpose: This form will be submitted by the work location Human Resources (HR) staff to the Central HR Workers' Compensation Office to request approval for the use of leave for a Workers' Comp (WC) absence.

Process:

- Employee submits workers' comp doctor's note placing the employee out for a WC injury/illness to supervisor/work location HR designee.
- Supervisor/work location HR designee shall complete the Workers' Comp Leave Request Form to request approval of workers' comp leave based on the doctor's note placing the employee out.
- **Workers' Comp leave approvals shall be submitted on a weekly basis. This is to ensure timely leave entries are made.** (NOTE: If an employee is placed out for a time period by the treating physician for more than 1 week, work locations can submit a request for that entire period.)
- The work location will mark on the request form the appropriate type of WC leave requested.
- A/A 9685 or 9680 shall **NOT** be entered in the Beacon/SAP system until approval is provided to the work location by the Central HR Workers' Comp Office. Time entries can be left blank or another leave code (9000, 9200, 9400) can be entered until approval is obtained.
- LOA Actions for Worker's Comp shall not be processed without a written directive from the Central HR Workers' Comp office.
- All WC leave requests will be submitted to Corvel by the Central HR Workers' Compensation Office to confirm that the leave requested was used for an approved workers' comp absence.
- The Central HR Workers' Comp office will forward confirmation of approval to the work location. Supervisor/work location HR designee will enter the approved workers' comp absence code in the Beacon/SAP system.
- If disapproved, another attendance/absence (A/A) leave code must be entered (9200, 9000) or the employee must enter Leave Without Pay (9400) to account for the absence.