



County of Spartanburg Departmental Memo

To: *Department Heads/Supervisors*
From: *Terry Booker/Risk Manager*
Date: *October 12, 2006*
Subject: *Documenting Time Sheets Involving Workers' Comp Injury*

There have been numerous questions regarding the appropriate recording of time for employees who have experienced a Workers' Comp (WC) injury. The following is a clarification of the County's process:

- a. During the **first seven (7) calendar days** (including weekends and holidays) an employee is out of work as a result of an on the job injury, the timesheet should reflect the use of "sick leave". The use of sick leave for the **first seven (7) calendar days** should be recorded regardless of whether or not the employee normally works a shift schedule.
- b. If an employee remains out of work beyond the initial 7 days, the letters "WC" should be recorded under the "**leave without pay**" section of the timesheet indicating that the employee is absent from work due to a Workers' Comp related injury.
- c. Under no circumstances should an employee who has been placed out of work by a physician be required to physically appear in their respective department for the purpose of completing and signing a time sheet. The Department Head, Supervisor, or Risk Manager may complete the timesheet on behalf of the employee in instances where the employee has been medically ordered from work.
- d. Employees assigned "Light Duty" should have their time sheet authorized by the supervisor of the department in which the Light Duty position is assigned.
- e. Employees who have returned to their regular work position or a "light duty" position following a job related injury must use an appropriate form of leave (e.g., sick leave) for follow-up appointments with physicians, physical therapists, or similarly related services.

I hope that this explanation serves to clarify the County's process. If you have any questions regarding the above procedures, please email me or contact me at ext. 3542.