

## EMPLOYEE'S ELECTION REGARDING UTILIZATION OF SICK AND ANNUAL LEAVE FOR GENERAL EMPLOYEES

Employee's Name	Dat	te of Injury	
and annual leave before receiving income	benefits. Accrued sick l	1.044 allows an injured state employee to <i>elect</i> to use ac eave must be exhausted before annual leave may be use tive leave, etc) may not be used prior to sick and annual	ed. Other
Complete Election 1 or Election 2.			
ELECTION 1 (must choose A, B Sick leave		before annual leave may be used	
When I lose time from work due to	o this injury or illnes	ss, I elect to use all of my accrued sick leave A	ND:
A. All of my accrued annua	al leave.		
<b>B.</b> A portion of my accrued	l annual leave (enter	number of hours:).	
C. None of my accrued ann	nual leave.		
ELECTION 2			
	I will not receive wo	r illness, I elect to <b>not</b> use any accrued sick lear orkers' compensation payments until after the s	
		r my eighth (8 <sup>th</sup> ) day of disability and signir I fully understand the election I am making	
Hours of Sick Leave	<del></del> ;	Hours of Annual Leave	
Employee's Social Security Number		Agency	_
Employee's Signature	Date	Claims Coordinator's Signature	 Date

This form may not be altered in any way.

## Instructions Employee's Election Regarding Utilization of Sick and Annual Leave For General Employees

Injured employees may elect to use accrued sick leave and all, part, or none of their accrued annual leave for time missed from work due to the work related injury. Accrued sick leave and accrued annual leave are the amounts of paid leave available at the time of injury <u>in addition to leave earned after the injury</u>. The following details the effects of the different choices available to you.

## If You Choose Election 1

- You must use all accrued sick leave but may elect to use all, some, or none of your accrued annual leave
- All sick leave must be exhausted before annual leave may be used.
- If you select 1A and return to work but later have additional days of disability, you must use any accrued sick and annual leave before receiving workers' compensation income benefits.
- If you select 1B, you must use any sick leave balance and any authorized annual leave before you will be eligible to receive workers' compensation income benefits.
- If you select 1C, you must use any/all accrued sick leave before receiving workers' compensation income benefits.
- Workers' compensation income benefits do not begin until the eighth day of disability. Employees who are disabled for at least 14 days will receive retroactive benefits for any portion of the seven-day waiting period not paid by leave.
- You will continue to receive your full pay as long as you have accrued time to use and have authorized your agency to use it for your injury. If your elected leave is exhausted, you may receive income benefits to replace a portion of your lost wages. This may be 70% or 75% of your average weekly wage depending on your wages at the time of your injury.
- It is recommended that you consult with your Human Resources Department to discuss the impact of your selection on your leave balances and insurance benefits should you be off work for an extended period of time.

## If You Choose Election 2

- You choose to not use any sick or annual leave for your compensable injury. Your agency may immediately place you in a leave without pay status.
- You may not receive any workers' compensation income benefits for the first seven (7) calendar days you are unable to work. If eligible, your income replacement benefits will begin on the 8<sup>th</sup> day of disability and employees who are unable to work for 14 days will receive retroactive benefits for the first seven days. You will be paid at a rate of 70 or 75% of your weekly wage depending on your wages at the time of your injury.

**Notice:** With few exceptions, an individual is entitled, upon request, to be informed about the information a state governmental body collects about the individual. Under Sections 552.021 and 552.023 of the Government Code the individual is entitled to receive and review the information and under Section 559.004 of the Government Code the individual is entitled to have the state governmental body correct any information about the individual that is incorrect.