



## Time Loss Election Form (required) For Employees of PEA or PESPA

**INSTRUCTIONS:**

The following information is to be completed by an injured employee who has a time loss claim and is eligible for paid leave (sick, vacation or other similar leave benefits). The employee has the option to receive additional pay to supplement the time loss payments that he/she may receive, by using existing leaves. Make your selection in the payment provisions section below:

Employee Name: _____	Department: _____	<b>Completed original to:</b>
Employee Address: _____	Location: _____	Megan Davis, Compliance Coordinator Email: <a href="mailto:davismr2@puyallup.k12.wa.us">davismr2@puyallup.k12.wa.us</a> Fax: 253-841-8650
Position: _____	Employee ID: _____	<b>Completed copy to:</b>
Date of Injury: _____	Claim Number: _____	Margaret Nelson, Payroll Analyst Email: <a href="mailto:Nelsonme@puyallup.k12.wa.us">Nelsonme@puyallup.k12.wa.us</a>

**YOU WILL BE PAID:**

Industrial Insurance Benefits: Temporary Total Disability (TTD) benefits based upon date of injury wages (typically 60% to 75% of gross wages depending on marital/dependent status up to a maximum of 120% of the state's average wage). Fax: 253-840-8860

Optional Leave Benefits: You are on leave-without-pay status. However, you may voluntarily elect to receive sick/vacation leave pay and/or other similar benefit pay in addition to your industrial insurance benefits.

**PAYMENT PROVISIONS:** Employee may exercise his/her right to change their Time Loss Election Form option at any time.

- (OPTION #1)** I wish to receive only the time loss benefits from Puget Sound Workers' Compensation Trust if applicable. Do not apply any of my available paid leave. (**NOTE:** If Option 1 is elected, you will not be eligible for Leave Sharing)
- (OPTION #2)** I wish to use my available sick leave to keep my pay in force with the District during the range of time I am receiving time loss benefits from Puget Sound Workers Compensation Trust (PSWCT) and buy back the proportionate share of sick leave used with the payment(s) I receive for time loss benefits. (**NOTE:** If Option 2 is elected, you will not be able to use/participate in Leave Sharing)
  - Employee receives time loss payment(s) from PSWCT
  - District receives a copy of time loss payment(s) from PSWCT
  - District uses the benefit payment(s) amount and time loss date range to calculate the value of sick leave buy back, excluding any days exempt from leave (paid holidays, vacation, LWOP)
  - District deducts time loss payment(s) from employees' next available paycheck
  - District returns the number of sick leave hours bought back with the time loss payment(s) to employees' sick leave balance in the next calendar month
- (OPTION #3)** I wish to receive time loss payment(s) from Puget Sound Workers' Compensation Trust (PSWCT) AND use my available leave to keep my pay in force with the District. Please apply the following leave type(s) during the time loss date range:
  - Sick     Personal     Leave Share (if elected below)

As an employee of PEA or PESPA, contract provisions allow employees who are off work due to a work injury to participate in Leave Sharing. To qualify, you must deplete all your available paid leave before Leave Share is authorized.

\_\_\_\_\_ Yes, if eligible, I would like to participate in Leave Sharing      \_\_\_\_\_ No, I do not want to participate in Leave Sharing

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

If you have any questions regarding how your election may impact your pay and benefits, please contact the Payroll Department at (253)841-8762.