



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 (WC) Office to request approval for the use of leave for a WC absence.

Process:

1. Employee submits workers' WC doctor's note placing the employee out for a WC injury/illness to supervisor/work location HR designee.
2. Supervisor/work location HR designee shall complete the [Workers' Compensation Leave Request Form HR 205](#) to request approval of WC leave based on the doctor's note placing the employee out.
3. **WC 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 one (1) week, work locations can submit a request for that entire period.*

4. The work location will mark on the [Workers' Compensation Leave Request Form HR 205](#) the appropriate type of WC leave requested.
5. Time Entries:
 - A. For Attendance/Absence (A/A) Type codes 9685 (Injury Leave) or 9680 (Injury Absence) shall **NOT** be entered in the Beacon/SAP system until approval is provided to the work location by the Central HR WC Office.
 - B. Can be left blank or another A/A Type code (e.g., 9000 (Approved Leave), 9200 (Sick Leave), 9400 (Leave Without Pay [LWOP], etc.) can be entered until approval is obtained.
6. Leave of Absence (LOA) Actions for WC shall not be processed without a written directive from the Central HR WC Office.
7. All WC leave requests will be submitted to CorVel by the Central HR WC Office to confirm that the leave requested was used for an approved WC absence.
8. The Central HR WC Office will forward confirmation of approval to the work location via email. The Supervisor/work location HR designee will enter the approved WC A/A Type code in the Beacon/SAP system.
9. If disapproved, another A/A Type leave code must be entered (e.g., 9000, 9200) or 9400.

Definitions:

- A/A 9685 (Injury Leave) – Request for Salary Continuation/Injury Leave for WC absences that occur during the 2-year Salary Continuation period for eligible Employee (EE)
- A/A 9680 (Injury Absence WC) – Request for Injury Absence for WC absences that occur during regular scheduled working hours for an actively working employee to attend Dr./PT appointments
- LOA-WC (Temporary Total Disability [TTD]) - Request for Workers' Compensation leave (TTD) for WC absences after a required 7-day waiting period

NOTE *During the 7-day waiting period, the EE can opt to exhaust any Approved Leave (9000 and/or Sick Leave (9200)); or the EE can elect LWOP (9400)*