

EMPLOYEE VOLUNTARY USE OF PAID LEAVE WITH WORKERS' COMPENSATION BENEFITS

NAME: _____ SOCIAL SECURITY NUMBER: _____ - _____ - _____

POSITION: _____ DEPARTMENT/CAMPUS: _____

This employee is absent from duty because of a job-related illness or injury beginning on _____. If eligible, workers' compensation insurance may begin paying temporary income benefits based on a percentage of the employee's average weekly wage prior to the date of the injury. Benefits will begin to accrue on the eighth day of absence from duty.

District Authorized Signature

Date

Please complete, sign and date this form and return it to the Human Resource office.

I am absent from duty because of a job-related illness or injury and I voluntarily choose the following option.

_____ I choose to use _____ (number) or _____ (all) days of available paid leave. I understand that I will not receive workers' compensation Temporary Income Benefits (TIBs), while using my paid leave, unless my Average Weekly Wage is greater than the sum of the weekly amount of paid leave, plus any fringe benefits provided by the employer while absent from duty. I may choose to end the use of paid leave at any time by written notice to my employer, however paid leave will not be reinstated at a later date. **I understand that I am voluntarily using my paid leave and I am not required to use my paid leave while absent from duty due to an injury covered under workers' compensation.**

_____ I choose **NOT** to use any available paid leave at this time. I understand that I will not receive any regular salary payments from Kilgore ISD while receiving Temporary Income Benefits under workers compensation. No available paid leave will be deducted from my leave balance. I further understand that by selecting this option, I am not eligible for workers' compensation weekly income benefits until my absence exceeds seven calendar days. I will not be paid for these first seven days of lost time, unless and until, I am absent 14 days from work.

Employee's Signature

Date