

General Manual
Title 360 - Personnel

Part 421 - Workers Compensation
Subpart A - General

KS421.0 INTRODUCTION

C. The Workers Compensation Program...

(1) Procedures for employees to follow in reporting an injury and initiating a claim can be found at:

http://www.ks.nrcs.usda.gov/intranet/human_resources.html.

(2) Procedures for supervisors to follow in reporting an on-the-job injury or illness of an employee can be found at:

http://www.ks.nrcs.usda.gov/intranet/human_resources.html.

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Title 360 - Personnel

Part 421 - Workers Compensation
Subpart B - Traumatic Injury

KS421.13 CONTINUATION OF PAY

D. Document continuation of pay (COP) benefits in the Web-based Total Cost Accounting System (WebTCAS). In addition, a diminishing record of the 45-calendar day limitation is to be maintained in the "remarks" section.

(1) The COP leave period starts with the day following the date of injury. Each day or partial day of absence after date of injury is charged to the Office of Workers' Compensation Programs (OWCP) injury in WebTCAS under the "leave" section.

(2) Any absence on the day of injury due to that injury is charged to "other leave-administrative leave," with a corresponding note in the "remarks" section of WebTCAS.

(3) Intermittent and part-time employees are also eligible for COP. Contact the Financial Management Staff in the state office immediately since COP for these employees requires special considerations.