

SALARY PAYMENT OPTION FORM

EMPLOYEES MUST SELECT ONE OF THE TWO AVAILABLE OPTIONS FOR RECEIVING COMPENSATION – SALARY PAYMENTS. IF THIS FORM IS NOT RECEIVED BY THE RISK MANAGEMENT DEPARTMENT WITHIN 10 BUSINESS DAYS FROM THE DATE IT WAS MAILED TO THE EMPLOYEE, SALARY PAYMENTS WILL DEFAULT TO OPTION A.

OPTION A

Benefits are provided in compliance with Colorado Workers' Compensation Statute. 2/3 of weekly gross wages will be paid up to a maximum amount allowed by the state.

- If you are an eligible employee under the Family Medical Leave Act (FMLA), leave taken under Workers' Compensation will also count at the same time as leave taken under the FMLA. If you have questions concerning FMLA, please contact the Leaves Department by calling 303-344-8060.
- If you are an eligible employee under the Family Medical Leave Act, the District will pay your benefit premiums for up to 12 weeks. Upon your return to work, your portion of the benefit premiums will be deducted from your next paycheck.
- If you are NOT eligible under the Family Medical Leave Act, you will be responsible for 100% of your benefit premiums. Please contact the Benefits office to make arrangements for payment of your premium to avoid any lapse in coverage.
- No sick or vacation leave is accrued.
- No PERA payments will be made and no retirement service credit is earned during the absence.
- HR Compensation staff will be responsible for the coding of your time sheet while you are out of work.

I HAVE READ THE ABOVE POLICY, CHOOSE OPTION #A AND UNDERSTAND I WILL BE UNABLE TO VOLUNTARILY CHANGE THIS OPTION.

(Date of Accident) Signature of Employee _____
Printed Name _____
School/Dept _____
Employee ID# _____
Occupation _____

OPTION B

Maintaining your regular salary will first require the use of your accrued health leave and then any other leave accruals to supplement the workers' compensation lost wage benefit. To determine your available leave balances you may contact the Leaves Department by calling 303-344-8060.

- If you are an eligible employee under the Family Medical Leave Act (FMLA), leave taken under Workers' Compensation will also count at the same time as leave taken under the FMLA. If you have questions concerning FMLA, please contact the Leaves Department by calling 303-344-8060.
- While you are on an approved workers' compensation leave, your benefit premiums will continued to be paid in the same manner as before your injury. . Benefits will end the later of
 - * The last day of the month, 12 weeks from your initial date of absence **or**
 - * The end of the month in which your paid leave is exhausted.
- No sick or vacation leave is accrued.
- Full wages will be applied to PERA service retirement credit.
- You will receive two checks; one by direct deposit from the District payroll department and one in the mail from Workers' Compensation.
- HR Compensation staff will be responsible for the coding of your time sheet while you are out of work.

I HAVE READ THE ABOVE POLICY, CHOOSE OPTION #B AND UNDERSTAND I WILL BE UNABLE TO VOLUNTARILY CHANGE THIS OPTION.

(Date of Accident) Signature of Employee _____
Printed Name _____
School/Dept _____
Employee ID# _____
Occupation _____

I certify that this Option Form has been mailed to the Employee on _____ by _____.