



143CSR3

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TITLE 143  
LEGISLATIVE RULE  
WEST VIRGINIA DIVISION OF PERSONNEL  
OFFICE WEST VIRGINIA  
SECRETARY OF STATE

SERIES 3  
WORKERS' COMPENSATION TEMPORARY TOTAL DISABILITY

Section 1. General

1.1. Scope: This rule implements the provisions set forth in W. Va. Code §§ 23-4-1 and 23-5A-4 regarding compensation for employees who have received personal injuries in the course of and resulting from covered employment with the State or its political subdivisions as provided in W. Va. Code § 23-4-1(a).

1.2. Authority: This rule is issued under authority of W. Va. Code §§ 23-4-1 and 23-5A-4.

1.3. Filing Date: April 19, 2012

1.4. Effective Date: July 1, 2012

Section 2. Definitions. Terms used in this rule which are not included in this section have the meaning given in the Administrative Rule of the Division of Personnel, 143CSR1.

2.1. Annual Increment: The incremental salary increase based on years of service as provided in W. Va. Code §§ 5-5-1 and 5-5-2.

2.2. Annual Leave: An earned employee benefit of paid time off from work as provided in the Administrative Rule of the West Virginia Division of Personnel, 143CSR1.

2.3. Appointing Authority: The executive or administrative head of a governmental unit who is authorized by statute to appoint employees in the classified and/or classified-exempt service or employees exempt from coverage.

2.4. Injury or personal injury: an injury subject to the Workers' Compensation provisions of chapter 23 of the W. Va. Code.

2.5. Report of Occupational Injury: the form prescribed by W. Va. Code § 23-4-1b for report of injuries subject to chapter 23 of the W. Va. Code.

2.6. Service: Total eligible employment time which is used for determining the rate of accrual of annual leave.

2.7. Sick leave: An earned employee benefit of paid time off from work for illness, injury or other circumstances as provided in the Division of Personnel Administrative Rule 143CSR1.

2.8. Temporary total disability benefits: Payments made to employees in accordance with the Workers' Compensation provisions of W. Va. Code § 23-4-1 et seq.

2.9. Years of service: full years of totaled service as an employee of the state of West Virginia as provided in W. Va. Code § 5-5-1 and 5-5-2 for the purpose of determining the amount of annual increment due an employee.

### Section 3. Pay

#### 3.1. Election of Option

a. An employee absent from work due to receiving a personal injury in the course of and resulting from his or her covered employment with the State or its political subdivisions may elect to receive either his or her accumulated sick leave or temporary total disability benefits, but not both for the same period of absence. Provided, however, that an employee of the State or one of its political subdivisions may receive his or her accumulated sick leave and temporary total disability benefits for the same period of absence if the temporary total disability benefits are paid as a result of a personal injury in the course of and resulting from his or her covered employment with an employer other than the State or one of its political subdivisions.

1. The Director of Personnel shall prescribe the form by which an employee who receives a personal injury in the course of and resulting from his or her covered employment with the State or its political subdivisions elects which option,

either accumulated sick leave or temporary total disability benefits, he or she chooses to receive for his or her absence from work.

2. It is the joint responsibility of the employer and the injured employee to file an election of option form with the Report of Occupational Injury.

3. If the employee does not file the election of option form, the default option is accumulated sick leave.

b. Interim Payment of Sick Leave

1. An employee electing to receive temporary total disability benefits may collect sick leave benefits and, upon exhaustion of sick leave benefits, annual leave benefits until he or she receives temporary total disability benefits.

2. Upon receipt of the initial temporary total disability payment the employee shall pay or assign to his or her employer the net value of the sick leave, or sick and annual leave paid, after which his or her sick leave and annual leave, if used, shall be restored to his or her current leave balance(s). The maximum number of hours of annual leave that may be carried forward from one calendar year to another, as provided in the Administrative Rule of the Division of Personnel 143CSR1, shall apply. All sick leave accrued during this period of time shall be forfeited.

c. Temporary Total Disability After Exhaustion of Sick Leave

1. An employee electing to receive accumulated sick leave may receive temporary total disability benefits upon exhaustion of his or her accumulated sick leave prior to his or her return to work.

2. An employee electing to receive temporary total disability benefits must apply for a medical leave of absence without pay.

3.2. Annual increment pay

a. An employee electing to receive accumulated sick leave continues to accrue annual increment pay and years of service credit while being paid sick leave.

b. An employee electing to receive temporary total disability benefits continues to accrue annual increment pay and credit for years of service while receiving temporary total disability benefits.

#### Section 4. Leave

4.1. An employee electing to receive accumulated sick leave continues to accrue and carry forward from one calendar year to another sick and annual leave and service credit in accordance with the provisions of the Division of Personnel Administrative Rule 143CSR1.

4.2. An employee electing to receive temporary total disability benefits due to receiving a personal injury in the course of and resulting from his or her covered employment with the State or its political subdivisions shall apply for a medical leave of absence without pay and, for purposes of leave, continues to accrue and carry forward from one calendar year to another annual leave and service credit for accrual of annual leave in accordance with the provisions of the Division of Personnel Administrative Rule 143CSR1, but does not accrue sick leave or holiday pay for the period the temporary total disability benefits are paid.

Section 5. Order of Separation for Layoff. Periods during which an employee is paid temporary total disability benefits under the provisions of W. Va. Code § 23-4-1 due to receiving a personal injury in the course of and resulting from his or her covered employment as a permanent employee of a state agency or in the classified service are included as tenure as a permanent employee of a state agency or in the classified service regardless of job class or title for purposes of order of separation as provided in paragraph 12.4.(f)2 of the Division of Personnel Administrative Rule 143CSR1.



# West Virginia Division of Personnel

Sara P. Walker, Director

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STATE PERSONNEL BOARD

Ross Taylor, Chairman

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OFFICE WEST VIRGINIA  
SECRETARY OF STATE

## MEMORANDUM

**TO:** Ross Taylor, Acting Secretary  
Department of Administration, and  
Chairman  
State Personnel Board

**FROM:** Sara P. Walker, Director  
Division of Personnel

**DATE:** April 19, 2012

**RE:** Final Filing of Amended Legislative Rules

Your approval is requested for filing with the Secretary of State's Office the notice of final filing and adoption of amendments to a legislative rule authorized by the West Virginia Legislature. The rules are the *Administrative Rule of the West Virginia Division of Personnel*, 143CSR1, and the *West Virginia Division of Personnel Workers' Compensation Temporary Total Disability Rule*, 143CSR3, and the filing is in accordance with the provisions of W. VA. CODE §29A-3-1 *et seq.* These rules were authorized by the Legislature in House Bill 4142, passed on March 10, 2012. A copy is attached.

Thank you for your consideration of this request.

APPROVED:

Ross Taylor, Acting Secretary  
Department of Administration, and  
Chairman  
State Personnel Board  
April 19, 2012

SPW/jft

Attachment