



Workers' Compensation Payroll Procedure for Lost Time

1. Classified employees receive 60 days of paid leave per injury or illness total. It does not renew in the next fiscal year. Any amount of time taken during the course of 1 day, for example: 1 hour, will equal 1 day of paid leave used. Employees will mark time off as WC on timecard.
2. Once employee exhausts the 60 days of paid leave, the employee will then begin to use any available paid leave they have accumulated or are entitled to. The paid leave will be charged at the rate of 1/3 time and the 2/3 remaining time will be reimbursed to the District from SISC I.
3. Once an employee exhaust all paid time, they will begin 100 days at half pay.

Ed Code Section 88192 (Classified) and 87787 (Academic)