

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 5.9  
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Effective Date: April 1, 2009  
Supersedes: Procedure 5.9 dated August 15, 2002  
Applies To: Colleges  
Procedure Responsibility: Payroll

## **Worker's Compensation**

Section 5.9.1 – General

Section 5.9.2 – Employee Responsibility

Section 5.9.3 – College Responsibility

### **Section 5.9.1 – General**

This procedure is to clarify the worker's compensation process for employees who have already completed employee benefits requirements and have been approved for worker's compensation benefits through KCTCS' third party administrator.

### **Section 5.9.2 – Employee Responsibility**

- A. The third party administrator is responsible for paying 2/3 of the employee's salary during the defined workers compensation period. The check will go directly to the employee and should not flow through KCTCS' administrative resource system.
- B. Once an employee has been approved for worker's compensation benefits, an employee may use their accrued sick and vacation leave to supplement the 1/3 pay reduction from the third party administrator that occurs under worker's compensation.

### **Section 5.9.3 – College Responsibility**

If the employee has sick or vacation leave accrual balances, the college is responsible for having the employee complete the KCTCS time sheet and /or absence form (as necessary) requesting payment of accumulated leave time to supplement the employee's pay. These documents should identify the appropriate leave code and number of hours per day the employee is to be paid for each time period. The employee and the supervisor must sign the documents in accordance with procedure.

**END OF PROCEDURE**