

EASTERN MICHIGAN UNIVERSITY
Risk Management and Workers' Compensation

Workers' Compensation Buy-Back Guidelines

Overview

Employees who incur a work-related injury must use sick and/or vacation leave time during the 14 day waiting period while their claim for workers' compensation benefits is being reviewed. If their claim is approved, they can elect to buy-back the time and have it restored to their bank. The employee is not required to buy-back their sick/annual time.

Process

1. An employee who elects to buy-back sick and/or annual time due to a workers' compensation leave of absence must do so within 30 calendar days from the date they return to work.
2. The employee must complete the "Authorization to Buy-Back Sick/Annual Hours" form and submit it to the Department of Risk Management and Workers' Compensation within the 30 day period.
3. The Department of Risk Management and Workers' Compensation is responsible for approving the buy-back and confirming that the hours the employee has requested to buy-back were indeed used during the workers' compensation leave period.
4. The Department of Risk Management and Workers' Compensation forwards the form to Payroll within 7 days of receipt.
5. Payroll processes the request within 7 days of receipt and applies it to next pay period.
6. The buy-back could take up to 30 calendar days from the date of the employee's request to take effect.

Guidelines

1. If the employee does not make the request to buy-back time within 30 days of their return to work, the employee waives their right to buy-back time.
2. The buy-back can be split into a maximum of 3 pay periods through payroll deduction. The employee must state on the Authorization form exactly how many pay periods the buy-back will be split into.
3. An employee cannot use the referenced sick/annual time until it is reflected on their payroll stub as of the date of the check. It is the employee's responsibility to plan accordingly.
4. When an employee is only eligible for workers' compensation benefits from days 8-13 (because they did not meet the entire waiting period) they must utilize sick or annual time to cover their absence for days 1-7.