UNIVERSITY SYSTEM OF NEW HAMPSHIRE

**Workers’ Compensation**

**Accrued Time Usage and Overpayment Agreement**

**Accrued Time Usage**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, voluntarily request to use my available accruals to supplement my Workers’ Compensation payment(s) from the insurance carrier to bring my bi-weekly gross earnings to 100%.

 Hourly Employees (Non-Exempt Staff) Salaried Employees (Exempt Faculty/Staff)

Check all that apply Check all that apply

❑ Earned Time Usage ❑ Vacation Usage (If applicable)

❑ Sick Pool Usage ❑ Sick Leave Usage

 (For use only after the 5th day of disability) ❑ Do not use Accrued Time

❑ Do not use Accrued Time

I acknowledge that once my selected accruals have been exhausted I will only receive the Workers’ Compensation payment(s) from the insurance carrier.

**Potential Overpayment Agreement**

Because there may be timing issues with payroll dates and the Workers’ Compensation insurance carrier, I understand I must reimburse UNH for any paid leave I received, when later, these days of absence are also paid by the insurance carrier. UNH policy states:

**16.4.1**   Faculty and staff members may supplement the workers' compensation benefit by electing to use applicable accumulated sick/vacation leave, or earned time/sick pool; however, the combination of paid leave plans and workers' compensation benefits shall not exceed the faculty/staff member's budgeted salary.

I understand that whenever I am paid both from UNH and the insurance carrier for the same days of absence, I must reimburse UNH the “overpayment” amount, and my leave balances will be restored by this amount.

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Employee’s Signature

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Name (Typed or Printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Submit completed form to:

Joanna Faulkner

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| --- | --- |
| Sr. Human Resources Assistant, Benefits and CompensationUNH Human Resources2 Leavitt LaneDurham, NH 03824 |  |
| Phone: 603-862-0547Fax: 603-862-5159Email: joanna.faulkner@unh.edu |   |