

**EASTERN OREGON UNIVERSITY  
WORKERS' COMPENSATION ASSOCIATED LEAVE CHOICE  
(Classified Employee Options)**

If you are on authorized SAIF time loss, you may choose one of the following three options of leave to cover your absence from Eastern Oregon University. After you have chosen one option, you may not change the leave option during the time loss period. If your accumulated leave option is exhausted, you will be placed on approved sick leave without pay from EOU while SAIF continues to pay your time loss checks. **Remember**, you must call Human Resources on a weekly basis and provide a status report of your condition while on SAIF time loss, regardless of which leave option you choose.

EOU's paid leave during a Workers' Compensation time loss claim is equal to the difference between the SAIF check and your regular salary rate. Pro-rated charges will be made against accrued sick leave and/or vacation leave, and/or compensatory time, as indicated by your choice. The amount of the time loss checks will be deducted from your payroll check at EOU so it is important to budget accordingly.

Choose one:

- \_\_\_ **Option 1:** Use accrued sick leave during the period in which Workers' Compensation is being received.
  
- \_\_\_ **Option 2:** Use accumulated compensatory time during the period in which Workers' Compensation is being received.
  
- \_\_\_ **Option 3:** Use accumulated vacation time during the period in which Workers' Compensation is being received.

I have read the above material and checked the option that I want. I understand that if I do not complete this form and return it to Human Resources, I will be placed on sick leave without pay.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date