

## PUZZLE SOLUTION – August 2009 *DHRC-I Insider*

**Scenario:** You are a supervisor with an employee who has filed a timely form CA-1, Notice of Traumatic Injury, for an injury which occurred 3 days ago. The employee indicates she is seeing her doctor today for the first time to obtain treatment for her work injury and she will miss 2 hours of duty. She has requested Continuation of Pay (COP) for her absence. You are aware that COP requires the use of codes “LU” and “LT” for recording employee absences due to work-related injury. Assuming the employee provides you with administratively acceptable medical documentation for her doctor’s appointment today, how would you handle her time and attendance reporting requirements for the COP?

The best answer is:

**A. You input code LU on the date of injury, which occurred 3 days ago. Because the employee did not miss any time from work on this date, code LU is annotated as zero (0) hours. The hours she worked that day are also recorded. You use code LT to document the time loss associated with her doctor’s appointment today.**

Code LU must be input on the date of traumatic injury only, and it should only reflect the actual amount of time loss. In situations where there is no time-loss from work on the date of injury, code LU should be input as “0.00 hours” along with the code reflecting hours worked. Inputting code LU on the date of injury allows it to act as a placeholder for future LT usage, and to track the injured employee’s COP entitlement period.

**Bonus Question: How is code LU handled when the injured employee works the third shift?**

For employees who work third shift, code LU should be input on the date in which the work shift (where the injury occurred) began. For example, an employee’s tour of duty is from 10:00pm – 6:30am. The employee has an injury at 2:30am on 8/28/09 and does not return prior to the end of the shift. Although the injury technically occurred on 8/28/09, the work shift actually began on 8/27/09. Code LU would be input on 8/27/09 for 4.00 hours and the rest of the time coded as hours worked.