

## Lost Time / Return-to-Work Calendar

*This form is used to report days of work lost by an employee as a result of an on-the-job injury. Please show EVERY DAY the employee is off work and indicate the type of leave reported. If employee is absent during more than one calendar month, please submit one page for each month with absences relating to the injury, until employee returns to work.*

EMPLOYEE NAME (Please print): \_\_\_\_\_

SS# \_\_\_\_\_

Department: \_\_\_\_\_

CALENDAR MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

SUNDAY      MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY      SATURDAY


Please use these codes to indicate type of leave reported for lost time:

- DOI      Day of injury
- W      Worked
- RTW      Return to Work
- R      Regularly scheduled day off
- SL      Sick Leave
- AL      Annual Leave
- LWOP      Leave Without Pay
- H      Holiday
- AD      Administrative Leave

**NOTE: Do not charge Sick or Annual leave for absence on the day of injury.**

Per University Policy 397: "If the employee is unable to continue to work due to an on-the-job injury or illness, the employee will receive his/her regular salary for the remaining portion of the employee's work shift on the day of the job-related injury or illness."