Human Resources

Use of Sick Time during Workers' Compensation leave (for hourly paid staff)

Name: _____ **MIT ID #:** _____

Department: _____

Wage replacement for accepted WC claims

If your healthcare provider states that you are unable to work for one to five days due to your injury, MIT may cover your lost wages by using your accrued Sick Time for those one to five days at 100% when medical documentation is provided. If you are out for more than five days the 60% Workers' Compensation wage replacement may be supplemented with 40% of available Sick Time. Make your election by checking the appropriate box(es) on this form. *If you do not make an election, accumulated Sick Time will automatically be used to supplement your wage replacement benefit.*

Contact the Workers' Compensation administrator at 617-253-9496 or email hr-dsmlo@mit.edu with any questions.

Make an initial leave type election

☐ Deduct 16 hours per week from my Sick Time (if available) to pay me 40% of my wages to supplement my 60% Workers' Compensation wage replacement benefit.

☐ Opt out of using Sick Time (or have no Sick Time available); 60% wage replacement will not be supplemented and will be coded as Leave Without Pay.

Change an existing election (optional)

☐ Opt out of continuing to use Sick Time (or have no Sick Time available); 60% wage replacement will not be supplemented and will be coded as Leave Without Pay.

Start Date: _____ End Date: _____

Signature: _____ **Date:** _____

Submit completed form electronically by email hr-dsmlo@mit.edu or fax (617-253-1502).

If unable to submit form electronically, mail to:
MIT Workers' Compensation Office
77 Massachusetts Avenue, NE49-5000
Cambridge, MA 02139

Human Resources

Buy back of Sick Time for Workers' Compensation leaves of more than 21 days (for hourly paid staff)

If you are out for more than 21 days from the sixth day of absence you will receive a Workers' Compensation wage replacement check covering the first five days of absence. You can choose whether or not you would like to buy back 60% of the sick leave used during the first five days. If you choose to do that, you must return this amount to the Institute, either by endorsement of the wage replacement check or by sending a check payable to MIT for the amount of the wage replacement.

Please elect from the following two options if you have an accepted Workers' Compensation claim for more than 21 days:

I elect to:

☐ Buy back 60% of my Sick Time.

I understand that if I want to buy back my Sick Time, I must contact the Workers' Compensation Administrator to initiate this process.

☐ I do not wish to buy back my Sick Time and will keep the Workers' Compensation replacement check.

Signature: _____ **Date:** _____

Submit completed form electronically by email hr-dsmlo@mit.edu or fax (617-253-1502).

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