

Procedure on Accident Leave for Exempt and Nonexempt Staff Employees

I. Purpose

The procedure on Accident Leave for Exempt and Nonexempt Staff Employees has been developed in accordance [USM VII-7.40 Policy On Accident Leave for Exempt and Nonexempt Staff Employees](#).

II. Definitions

- A. **Accidental Injury.** A work-related injury that is compensable according to the Maryland Workers' Compensation Act.
- B. **Average Weekly Wage.** The average of the employee's weekly wage for the 14 weeks immediately prior to the accident.
- C. **Temporary Total Benefits.** Monetary compensation for time lost from work due to work-related accidents or injuries for employees (a) not eligible for accident leave or (b) when eligibility for accident leave has expired. Temporary total benefits are paid by the State of Maryland's Workers Compensation insurer, not the University, and must be requested by the employee.

III. General Guidelines

- A. Accident leave is leave with two-thirds of the employee's regular pay. An employee who is injured while at work and is unable to return to work as a result of the work accident, may be eligible to receive up to six months of accident leave. Accident leave may be granted for up to an additional six months if a physician selected by FSU certifies that the employee continues to be disabled. In addition, an employee has the right to file a claim with the Workers' Compensation Commission. For an employee to be eligible to receive consideration for accident leave, the following steps should be taken:
 - The injury is within the guidelines of the Maryland Workers' Compensation Act.
 - The employee reports the injury immediately to his or her supervisor. (The employee's supervisor is responsible for submitting a report of the accident to the Office of Human Resources within 24 hours following the injury.)
 - Within three workdays of the injury, a physician must examine the employee and certify the employee is disabled.
- B. Only leave-eligible employees in Regular status who work 50 percent full-time equivalent or more shall be eligible for accident leave.
- C. Accident leave will be provided if:
 - 1. The accident is determined to be compensable according to the Maryland Workers' Compensation Act, and
 - 2. A physician examines the employee and certifies that the employee is disabled because of the injury.

C. Accident Leave is leave paid at two-thirds of the employee's regular salary but is exempt from federal and state taxes.

IV. **Other**

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written portions of this procedure.

IV. **References**

[USM VII-7.40 Policy On Accident Leave for Exempt and Nonexempt Staff Employees](#)
[FSU Employee Handbook](#)