

Claim for Time off Work/Period of Reduced Earnings

Guidelines for completing the form

1. Total Incapacity

During the first 45 weeks

These claims can be reported in *periods* of less than or fractions of a week (the *duration* to be reported as hours and minutes). The *Actual weekly Hours/Earnings* must be blank.

After the first 45 weeks

From 1 January 2001, claims for time off work of less than a week's *duration*, MUST be reported in weekly *periods* or multiples thereof. Unless this occurs Comcare cannot guarantee the correct % *NWE* being applied according to paragraphs 19 (3) (a) to (f) of the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act).

In these cases the *period* should be reported in much the same way as periods of reduced earnings are currently, that is by reporting:

- the *duration* as a week (or the total of rostered hours for the week in the case of shift workers); and
- the *Actual Hours/Earnings* the employee worked/earned in that week.

When claiming 'Total Incapacity' for very short periods say, one hour for treatment, the employee will be paid 95% *NWE* - *AE*. The actual earnings (*AE*) for the week in these cases will be greater than 95% *NWE* and so the Total Liability Amount will be zero.

Agencies should advise employees who regularly claim such periods that they should seek treatment outside normal working hours to avoid losing pay for this time.

2. Graduated Return To Work (GRTW) and Periods of Reduced Earnings

Pre & post first 45 weeks

From 4 December 2000, the hours included towards the 45 week total will be *Duration* of the *Period* claimed less *Actual Hours Worked* in that period. To calculate the *Actual Weekly Hours Worked* for the *period*, Agencies MUST report the *Actual Weekly Hours* as the total hours/mins the employee was at work in the

week that the period refers to. This applies even if the period claimed is less than a week. Where employee's Actual Weekly Hours varies from week to week, these must be reported as separate periods.

It is strongly recommended that Agencies report GRTWs, and periods of reduced earnings, whether pre or post 45 weeks, in weekly periods or multiples thereof. Periods in the future should be broken up into weekly periods to accommodate changes in Actual hours as they occur.

3. Calculations for shift workers and employees on rostered Hours

If an employee's rostered hours for a period are not the same as the *Normal Weekly Hours*, the duration supplied for the period must be reported in Hours and Minutes – not weeks. The Hours/mins should represent the time the employee is expected to be at work within the reported period.

The liability amount and time included towards the 45 weeks total will be calculated as a fraction of the employee's *Normal Weekly Hours*.

Total incapacity example: an employee has a week off on total incapacity in a week where they are supposed to work 60 hours, and their *Normal Weekly Hours* (as calculated over a relevant period of 2 weeks prior to injury) is 38. Comcare will include 1.58 weeks (60/38) towards their 45 weeks total and will reimburse the Agency 1.58 x (*Normal Weekly Earnings*).

4. Redeployed Employee

Actual Weekly Hours/mins must equal the employee's Normal Weekly Hours (which may need to be reduced in some cases). The whole duration of the period will be included towards the *45 weeks total* and the *Actual Weekly Hours* WILL NOT be deducted since the employee is not back at their pre-injury job for any time in the period claimed. The employee will not have their %*NWE* reduced after 45 weeks since they are working 100% of their *Normal Weekly Hours*.

Further information?

If you need assistance completing this Form, please call our Enquiry Line on 1300 366 979.

Definitions

Actual Weekly Earnings

The weekly amount the employee actually earned in the week(s) the period refers to.

Actual Weekly Hours

The hours the employee actually worked in the week(s) in which the period refers to.

Compensation Liability Amount

The amount reimbursed to the employer for the period of absence due to compensation.

Duration

The weeks/hours/mins within the period, the employee would normally work but for their injury. Where the employee is not working the same hours every day (as per their Normal Weekly Hours), i.e. shift or rostered hours, the duration MUST be reported in Hours and Minutes (not weeks).

Normal Weekly Earnings (NWE)

The amount obtained by multiplying the employee's Normal Weekly Hours by their average ordinary time Hourly rate plus any allowances. Where overtime is normally worked, include this in the Normal Weekly Earnings/Normal Weekly Hours and identify separately at (b). The *NWE* determined for an employee

should only change where the employee's salary has increased due to an increment or wage rise through their certified agreement or, in the case of shift workers, the seasonal or local arrangements for shift work/overtime for the employees' work cell has changed.

Normal Weekly Hours

The average number of hours and minutes worked in each week by the employee in his/her employment during the relevant period (a period of two or more weeks prior to the injury date).

Period(s)

The times and dates within which the absence occurred.

Standard/Rostered Hours

(see 'Duration').

Week

A period of seven consecutive days consistently applied, i.e. Monday - Sunday, Thursday - Wednesday.

45 Weeks Total

The cumulative total of the employee's previous weeks of compensation leave.



Australian Government

Comcare

Family Name

Comcare Claim Number

Claim for Time off Work Period of Reduced Earnings

Given name(s)

Date of birth

Employer

Reason(s) for Absence

- Totally unfit for work (*Attach a Medical Certificate*)
 - Leave to obtain medical treatment (*Attach a Certificate of Attendance*) Type of treatment received:
 - Period of reduced earnings (*Attach a Medical Certificate*)
 - Graduated return to work (*Attach a Medical Certificate*)
 - Permanently redeployed
- Deemed able to earn

Periods of Absence claimed

(Note: Leave can only be claimed for standard hours of duty)

From am pm/...../..... To am pm/...../.....

Total period claimed weeks hours mins

Signature of claimant

Date

Telephone number of claimant

Signature of supervisor

Date

Printed name of supervisor

Telephone number of supervisor

Privacy and your personal information

Comcare uses the information on this form to assist it in managing your claim for workers' compensation. The collection, storage and release of the information you have provided is protected under the *Privacy Act 1988*. Comcare only gives this information to someone else in special circumstances where Commonwealth legislation allows or requires it, or where you give your permission.

Employer/Personnel/Pay Area to complete

Redetermination request for claim(s) previously submitted to Comcare?	Period(s) in which the partial or total absence from work occurred ⁽¹⁾		Duration (standard/rostered hours/minutes for each period)			Actual weekly hours/mins worked (Enter total for the whole week)	Actual earnings (Salary paid for Actual Wks/Hrs/Mins)	Compensation liability amount for each period ⁽²⁾
	From	To	Wks	Hrs	Mins			
Yes / No..... am/pm am/pm						
Yes / No..... am/pm am/pm						
Yes / No..... am/pm am/pm						
Yes / No..... am/pm am/pm						

- (1) periods should be submitted as **whole weeks** for all GRTW programs & any Total Incapacity claims where the Incapacity Total has exceeded 45 weeks.
- (2) recommended for claims involving overtime, rostered hours or shift work.

(a) What are the employee's Normal Weekly Hours and Normal Weekly Earnings for the above periods, as calculated in accordance with the SRC Act?

NW Hrs (including overtime hours)	NWE	Effective from
	\$...../...../.....

(b) Does the NWE figure include any amounts for: (*please indicate*)

- Overtime \$ Hrs Mins
- Shift penalties \$
- Allowances (e.g. HDA) \$

Comments

Completed by: Printed name

Phone No.

Signature

Date