

LEAVE BUY BACK

For loss time on the job injuries, instead of requesting Leave Without Pay (LWOP) you may use sick or annual leave to cover disability periods caused by your injury, however, this is not required, or advised. Doing so can cost you a significant amount of money and delay the repurchase of the leave used. It is often preferable to use LWOP and claim compensation instead.

The leave buy-back process allows you to repurchase annual and sick leave subject to the decision of each individual agency. When your OWCP claim is approved and medical evidence shows that you were unable to work because of the injury during the period claimed; you may request a "leave buy-back."

You must submit Forms CA-7, CA-7a and CA-7b to OWCP through the CPAC Injury Compensation Program Administrator. You will owe your employer the difference between the amount paid for leave, which is 100 percent of your usual wage rate, and the amount paid for compensation, which is two-thirds or three-fourths of the wage rate. When this difference is paid, your employer's payroll office will then restore the annual and sick leave to your account and replace them with LWOP hours. For each 80-hour increment of restored annual and sick leave that is converted to LWOP, your leave account may be reduced by 4 hours of sick leave and either 4, 6 or 8 hours of annual leave dependent upon your leave accrual rate. The repurchase of leave can also affect your income taxes.

It is recommended that you contact the CPAC Injury Compensation Program Administrator Catherine Rhodes at 817-886-1190 for assistance in determining what may work best for you.