

Purpose of form

Form 23RS113E is used to give the employee an option of leave usage to be made during the employee's absence due to a work-related accident or illness.

Instructions

Employee name: Enter the name of the employee as it appears on Oklahoma Department of Human Services (OKDHS) records.

Social Security number: Enter the employee's Social Security number.

Classification: Enter the employee's assigned job classification.

Location/unit: Enter the location where the employee is carried on payroll.

Date of accident/illness: If this absence is the result of a work-related accident, enter the date of accident. If this absence is the result of a work-related illness, enter the first day of absence.

This section briefly explains Workers' Compensation policy as it relates to the employee's choice of leave option. The employee must read and understand this section before making a leave election for his or her absence.

Leave option election

Since the first three calendar days of the absence will not be paid by Workers' Compensation, a separate election is provided for this period of time.

For the remainder of the absence, the employee must be charged Workers' Comp leave without pay but may elect one or more of the listed options for supplementing the TTD payment with the use of paid leave. The options must be numbered in the order in which the leave is to be used.

Routing

This form is completed in triplicate. The original of the form is submitted to the Finance Division, Payroll Unit. A copy is submitted with Form 23RS046E, Employee's Report of Job-Related Accidental Injury or Illness. One copy is submitted to the local timekeeper or resource center personnel office.