AFSCME, PSSU, SPFPA, Physician Employees

Work-Related Injury Leave Codes

Absences for medical treatment and/or therapy directly associated with your work-related injury should be charged to one of the following medical appointment leave codes using the “Request for Leave” slip. Prior to completing the “Request for Leave” slip, please check appropriate section of your Collective Bargaining Agreement (if applicable).

- **AI**: Annual Leave for Medical Appointment
- **SI**: Sick Leave for Medical Appointment or Absence
- **PI**: Personal Leave for Medical Appointment
- **ILWOP-MED**: Injury Leave without Pay with Benefits for Medical Appointment

These codes are applicable if it is determined that medical bills are payable under the Workers’ Compensation Law. Please note: all absences for AI, SI and PI will be charged against your accumulated leave balances. If medical bills are *not* authorized through Inservco, any absences reported using the above leave codes must be changed to S for sick leave, A for annual leave, P for personal leave or SO for sick leave without pay with benefits.

You will not be charged leave for medical treatment on the date of the injury. Whenever possible, absences for medical treatment and/or therapy should be scheduled during nonworking hours. Employees working part-time because of the work-related injury should schedule medical treatments/therapy treatments during nonworking hours. Treatment should not exceed one work shift or the minimum amount of time necessary to obtain medical treatment and/or therapy, whichever is less.