

REPORTABLE INJURIES

1151

(September 1988)

All injuries are considered reportable and must be documented on form CDF-67. The reporting unit will review the injury and, if no medical treatment was rendered and no time was lost, the original CDF-67 is sent to region headquarters and a copy is sent to the health and safety coordinator in Sacramento Headquarters. If the employee required medical attention or lost time, the original CDF-67 and a copy is sent to the SCIF office that is nearest the injured employee's residence. A copy is also sent to region headquarters and the health and safety coordinator in Sacramento Headquarters.

Before proper documentation can be submitted to the State Controller's office, regional headquarters must be provided with the following documents:

- CDF 67 (Employer's Report of Occupational Injury or Illness)
- SCIF 290 (Temporary disability verification of state employee)
- STD 618 (choice)
- CDF 681 (timesheet)
- 68a (supplemental information regarding work disability--only when applicable)

The initial SCIF 290 always shows that the employee has chosen industrial disability leave benefits, unless SCIF is otherwise informed (via 68A). The benefits period will be identified on the SCIF 290. As benefits payments are continued, subsequent SCIF 290s will be received.

If the employee chooses on the 23rd or the 90th day to change his/her benefit from E/IDL to temporary disability, a SCIF 290 will not be sent documenting additional time off. Instead, a SCIF check will be dispatched to the agency showing inclusive dates of time approved.

A STD 618 is required for all classifications, and a dummy must appear in the file if the employee has not selected a benefit option.

When an employee has been injured, the attendance report (CDF-681/2) must reflect an accurate account of hours worked, up to the date of injury. All leave credits used and time off due to injury must also be shown. Credits used in lieu of disability approval may be restored to the employee after acceptance of the case by SCIF.

Restored leave credits for temporary disability benefits are adjusted on the employee's leave card only. The employee is given a choice as to which leave credits she/he wishes to use, i.e., vacation, sick leave, etc. This choice is made on form STD 634 (Absence Request) and sent out by region headquarters to the employee.

It is important to note that disability information must be consistent through all documentation before controller's documentation is prepared. Date of injury on CDF-67, SCIF 290, and CDF-681 must agree, as must time approved for disability on SCIF 290 and CDF-681. Refer to PTM section 428-434 for additional information.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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