

Payroll Notification and Leave Submission for OJI

All On the Job (OJI) Injuries should be reported to your onsite Worker's Compensation Designee immediately. The onsite WC designee will enter the accident report into the Johns Eastern system and give out the proper documents that are needed for the doctor's office and Johns Eastern. (Grace Noonan, Risk Management Coordinator for any issues 390-2384)

All employees are given 7 days of OJI leave time to cover doctor's appointments and/or therapy sessions. These absences must have a doctor's note to validate the absence.

All doctor's notes must cover the date and time of each doctor's appointment. The District will not cover an absence for the whole day for a doctor's appointment.

Therapy Sessions are covered with a doctor's note and validation of the visit. Same rules apply with going and coming to these appointments. Employees cannot be absent the entire day for a one-hour therapy session.

After the 7 days of OJI leave time has been exhausted, the employee will need to either use their own sick/annual leave or be keyed in LWOP.

If an employee will be out of work for an extended period of time due to an OJI injury and has exhausted the 7 days of OJI leave provided by the District and/or exhausted all of their own leave, the employee must apply to go on Extended Leave of Absence. The Employee must complete the Application for Extended leave with the WC designee. The designee will fax it to the HR Extended Leave office for approval.
(ExtendedLeave@duvalschools.org)

Employees have to key in their own OJI. If it is during the 7 days that the District provides, then it will be OJI/Illness in the line of duty. If the employee is using their own leave, then it will be Sick/OJI or Annual /OJI. If they don't have any leave time, then they will need to fill out a leave form and it will need to be sent to payroll. Payroll will then key it LWOP/OJI.

Make sure that the employee knows that ESS will not save unless there is an attachment. The attachments (doctor's notes) have to be in PDF or JPEG format in order to save.

Any questions, please email Karen Matatall at gajewskik@duvalschools.org

Or the employee can reach out to Grace Noonan at noonang@duvalschools.org