



How to Count the Days (days away, restricted or job transfer)

- Don't count the day of injury or the day the employee returns to work.
- Count the number of calendar days regardless of whether or not the employee was scheduled to work on those days.
- Include weekends, holidays, vacation days, or other days off in the total number of days recorded.
- Estimate extended absences – If the employee is out for an extended period of time, you must enter an estimate of the days that the employee will be away, and update the day count when the actual number of days is known. **IMPORTANT FOR STAFFING AGENCY EMPLOYEES.**
- ALWAYS follow the LHCP's opinion. Whatever restriction or treatment the LHCP recommends is what is recorded, regardless of whether the employee follows the recommendation. If there is no recommendation from the LHCP, enter the actual number of days the employee is off work.
- Stop the count **for unrelated reasons**. If the employee leaves your company for some reason unrelated to the injury or illness, such as retirement, a plant closing, or to take another job, you may stop counting the days.
- Continue the count for **related reasons**. If the employee leaves your company because of the injury or illness, you must estimate the total number of days away or restricted that the employee would have experienced and enter that day count on the 300 form.
- Stop at 180 days. These can be days away or restricted or a combination of both.
- Friday through Monday cases. If the employee reports on Monday that they were injured on Friday but did not report it, do not make assumptions about the recordability of the case. Collect the information on the case to determine if the event was severe enough to have resulted in restrictions or days away from work for either Saturday or Sunday.
- Cases that go from one year to the next. Do not split the days between years and enter amounts on the logs for two different years. If the time off extends into a new year, just keep updating the log for the year in which the case occurred. Stop the count when it becomes 180 days.
- Restrictions apply to the employee's routine duties on the day the employee was injured. They do not apply to the work that they are scheduled to do in the future.
- If the worker produces **fewer goods or services** than he or she would have produced prior to the injury, but otherwise performs all the routine functions of his or her work, the case is not restricted. This is because the employee can still do all of their routine functions.
- At least one day of restriction must be recorded for a job transfer even if the transfer is permanent, immediately.