

# Absence Due to Occupational Injury/Illness

U.S. Department of Housing and Urban Development

Name	Date of Injury or Illness	Social Security No.	Official Duty Station	Pay Period Ending Date
Change in Employee's Duty Assignment Because of Disability from Injury or Illness		No. of Hours	Absence from Duty	
			Category of Leave Used	No. of Hours
Assigned to Temporary Job			COP (Code 5)	
Worked at Permanent Job but Unable to Perform All Duties			LWOP-BEC (Code 2)	
Permanently Assigned to Other Job		Date	Sick Leave	
Terminated Because of Injury or Illness		Date	Annual Leave	
			LWOP (Code 1)	
Name of Timekeeper			Signature of Employee's Supervisor	

## General Instructions

Form HUD-795.1, Absence Due to Occupational Injury/Illness

**Use:** To be used in reporting each employee absence that is the result of an occupational injury or illness. Leave taken on the same date as the injury or illness is excluded. Leave taken subsequent to the date of the injury or illness is reportable whether used consecutively or intermittently. Data on form must conform with time and attendance report.

**Preparation:** To be prepared by the designated timekeeper under the direction of the supervisor.

**Submission:** To be submitted to the designated safety representative. Field Office safety representatives shall forward to the Department Safety Officer.

### Definitions:

1. COP, Continuance of Pay, (Code 5) covers authorized leave used during first 45 days for injury or illness.
2. LWOP-BEC (Code 2) covers leave used subsequent to 45 days.
3. Sick leave covers leave used, if employee so elects.
4. Annual leave covers leave used, if employee so elects.
5. LWOP (Code 1) covers leave used, if employee so elects.

**Sensitive Information:** The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained.