QBE

QBE WORKERS COMPENSATION (VIC) LIMITED
Authorised Agent of the Victorian WorkCover Authority
ABN 99 060 159 757

Weekly Payment Reimbursement Request

This form is intended to assist employers seeking timely reimbursement for weekly compensation payments made to an injured worker.

Please read the supplementary information provided on the back before completing this form. Should you require additional assistance, please contact your QBE Case Manager.

Employer Particulars

Company Name		WorkCover Employer Number	
Company Address			
		State	Postcode
Employer Contact		Position	
Telephone Contact	( )	Email	
Signature		Date:	/ /

Injured Worker Particulars

Full Name of Injured Worker	Surname	Given Name(s)	
Claim Number		Date of Injury	/ /

Return to Work Status

Period of incapacity (Dates must be entered from Saturday to Friday)	Total no. hours worked	PIAWE[1] (Current indexed rate) "A"	Gross CWE[2] (if any) "B"	Amount of reimbursement claimed (refer over) "C"	Date worker was paid
to					/ /
to					/ /
to					/ /
to					/ /

[1] Pre injury average weekly earnings.
[2] Current weekly earnings.

Please refer to explanatory notes provided overleaf for assistance in completing these fields.

During the period claimed, has the worker's return to work status changed? No ☐ Yes ☐

Did the worker have 'time-off work' outside of the arrangements of the Return to Work Plan? No ☐ Yes ☐

If you have answered "Yes" to either of the questions above, please attach any additional medical certificate confirming ceased work date, the dates and hours of the time-off work and the stated reason for the time-off work.

Has payment been made to the worker or do you intend to pay as per company pay schedule? No ☐ Yes ☐

Important Information for Employers requesting Weekly Compensation Reimbursements

Timeframes for Requesting Reimbursement

All requests for weekly payment reimbursement **must** be received by QBE Workers Compensation within 3 months of the date you paid the worker. If a medical certificate for the relevant period has not been forwarded, please attach it to this request.

Your failure to do so may result in reimbursement being declined and/or penalty imposed under the Accident Compensation Act 1985 (the Act).

Period on Incapacity between Saturday to Friday

Your request for weekly payment reimbursement must be provided in strict accordance with the worker's calculated entitlement. Hence, the detailed Gross Current Weekly Earnings must be provided per week **based on Saturday to Friday** format, although that may not comply with your payroll week. Your compliance will ensure prompt reimbursement.

"Ceased Work" on a Return to Work Plan or Offer to Suitable Employment

"Ceased work" means the date the injured worker ceased to perform work duties, whether it is the worker's normal hours of work or those agreed as part of a Return to Work Plan (despite whether having ceased work during the normal work hours, during shift work or overtime).

Example 1: If the injured worker ceased work after 1 hour of normal duties, that day is the ceased work date.

Example 2: If the injured worker is unable to continue working after 4 hours of attempting to comply with a return to work plan to work 5 hours that day, then that day is the ceased work date.

Calculating Partial Compensation Payments

The table below details calculations of the partial weekly payment rate of entitlement in column "C", where the worker has returned to work and is in receipt of less earnings than the pre-injury earnings/wage:

For compensation periods from 1 July 2006 (changes to rates as a result of Legislative Amendment)

Period of entitlement	Worker has not resumed work	Worker has resumed work
• Up to 13 weeks	• PIAWE by 95%[3]	• PIAWE ("A") by 95% less CWE ("B")
• More than 13 weeks	• PIAWE by 75%	• PIAWE less CWE by 60%
• More than 26 weeks • Where overtime / shift allowance (OT/SA) provided for as part of PIAWE	• PIAWE (Less OT/SA component) by 75%	• PIAWE (less OT/SA component) less CWE by 60%

For Example:

Worker's pre-injury earnings was $500 gross per week. Worker has received weekly payments for 32 weeks and has returned to work on partial hours according to a Return to Work Plan, and is currently earning $130 gross per week. As the period of entitlement is more than 13 weeks and the worker has returned to work, the rate is based on 75% of PIAWE:

Weekly Payment Rate = [PIAWE – CWE] by 75%

[$500 – $130] x 75%

= $278 (is the WorkCover entitlement)

The total amount payable to the worker is $130 + $278 = $406 gross.

NB: In addition, the worker may have an entitlement to Make-up Pay in accordance with the Industrial Award/Agreement or EBA.

[3] PIAWE is subject to indexation (increase) each anniversary of the claim and/or in some cases as from 1 July. Please contact your Case Manager for details of the increase if the reimbursement period includes the claim anniversary date or 1 July.