

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use the VPM Professional and ethical standards to inform the decisions they make to support compliance.

Workers' compensation and accident make-up pay

Context

Victoria Police is committed to assisting the injured or ill employee to return to normal employment as soon as possible; and ensuring that compensation is provided for employees who have suffered an injury, illness or disease arising out of or sustained in the course of their employment.

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Definitions

Full Pay - for the purpose of this policy 'full pay' means the employee's ordinary rate of pay and includes any allowance which would ordinarily be payable in respect of every pay period in a year.

Agent – The authorised agent provides claims management services on behalf of WorkSafe for Victoria Police

Scope and Application

This policy applies to all Victoria Police employees.

This policy relates to Victoria Police obligations and is applied in line with the *Workplace Injury Rehabilitation and Compensation Act 2013*, WorkSafe policies, Victoria Police Enterprise Agreement 2025 and Victoria Public Service Enterprise Agreement 2024.

Workers' Compensation

1. Entitlement

If you are injured at work and need medical treatment and or time off work you may have an entitlement to Workers Compensation if you have correctly followed the claims process (VPM WorkCover Claims) e.g. lodged a WorkCover claim for lost time, provide a valid Certificate of Capacity from a registered Medical Practitioner and the Authorised

WorkSafe Agent has accepted liability for the claim.

Victoria Police pay weekly compensation to the employee on behalf of the Authorised WorkSafe Agent.

1.1 *Weekly compensation payments*

The Agent determines the rate of compensation (pre-injury average weekly earnings) based on the employees average earnings for the 52 weeks preceding the date of injury. If the employee has been employed for less than 52 weeks then an average of their earnings for the length of employment will be used.

- a percentage of compensation is paid based on an employees pre-injury average weekly earnings, weeks absent and capacity to work.
- Victoria Police employees may have an entitlement to accident make-up pay whilst receiving weekly compensation payments.

Accident Make-Up Pay

2. Entitlement

Employees may have an entitlement to accident make-up pay in accordance with their relevant Workplace or Enterprise Agreement.

Make-up pay is the difference between the amount of compensation paid by the WorkSafe Agent and the proportion of superannuable salary.

2.1 *Police Officers*

An employee who is medically incapacitated to work due to a work related illness or injury and who has an accepted workers compensation claim is entitled to:

- accident make-up pay to their full pay for the first 52 weeks, or an aggregate of 261 days from the date of incapacity (pro-rata for part time employees based on their FTE).
- a further period of accident make-up pay to 90% of their full pay is payable from 53 weeks to 104 weeks or an aggregate of 522 working days from the date of incapacity (pro-rata for part time employees based on their FTE).
- employees on accident make-up pay will continue to accrue other leave entitlements, with the exception of accrued time off.

2.2 *Recruits, Protective Services Officers, VPS Employees and Forensic Officers*

An employee who is medically incapacitated to work due to a work related illness or injury and who has an accepted workers compensation claim is entitled to:

- accident make-up pay to their full pay for the first 52 weeks, or an aggregate of 261 days from the date of incapacity (pro-rata for part time employees based on their FTE).
- employees on accident make-up pay will continue to accrue other leave entitlements, with the exception of accrued time off.

3. Absence from work

3.1 *Employee responsibilities*

An employee who suffers an illness or injury at work that requires an absence from the workplace (lost time) is required to:

- obtain a valid Certificate of Capacity from a registered Medical Practitioner or Allied Health Practitioner.
- provide Certificates of Capacity to the work unit Manager and the WorkCover unit to ensure accurate preparation and payment of entitlements as soon as practicable. Failure to do so will adversely impact on the pay the employee is entitled to receive.
- utilise accrued personal and recreational leave until liability is determined by the Worksafe Agent. If this leave is exhausted, personal leave without pay will apply. The employee may then apply to utilise long service leave to cover the absence.
 - If liability is accepted, deducted accrued leave is re-credited to the employee and any unpaid period is reversed.

3.2 *Manager responsibilities*

Ensure Certificates of Capacity are immediately forwarded to the WorkCover unit via DX or email - PBEA: WORKCOVER-OPERATIONS-MGR

- Upon receipt of a valid Certificate of Capacity, Managers are required to review and certify oracle timesheets for sworn employees, and submit VPS leave on HR Assist through Manager Self Service.

4. Entitlement Ceases

Accident make-up pay ceases when any of the following occur:

- the entitlement period described above has been exhausted.
- the day the employee returns to work after being deemed fit to resume pre-injury hours and suitable duties at Victoria Police have been provided.
- on the date the employee receives a disability benefit from either Emergency State Services Super fund or the State superannuation scheme.
- if/when employment is terminated.
- if/when an employee is suspended without pay.

Related documents

Other sections of the VPM

- VPM WorkCover claims
- VPM Management and return to work of ill/injured employees

Relevant legislation

- *Workplace Injury Rehabilitation and Compensation Act 2013*

Other relevant documents

- Victorian Public Service Enterprise Agreement 2024

- Victoria Police (Police Officers, Protective Services Officers, Police Reservists and Police Recruits) Enterprise Agreement 2025

Further advice and information

For further advice and assistance regarding these Policy Rules, contact the WorkCover Unit, Health Safety and Wellbeing Division on 9247 5511 or email PBEA: WORKCOVER-OPERATIONS-MGR

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
07/10/19	New policy.	FF 118493
15/07/25	Minor administrative amendments to correct references	FF-273676