

410-05 WORKER'S COMPENSATION LEAVE—PROCEDURE

1. PURPOSE

To provide a specific period of time for the employee to recuperate from work related illness or injury, which has been accepted for benefits by the College's Worker's Compensation insurance carrier.

2. PROCEDURE

Eligibility

A College employee may request a leave of absence if he/she is unable to work due to a work-related injury/illness, which has been accepted for benefits by the College's Worker's Compensation insurance carrier. Such requests must be accompanied by a physician's statement of disability.

Scope of Benefit

Compensation lost as result of most accidents incurred during the performance of official duties is covered in part under the insurance plan.

Staff receiving temporary disability payments under Workers' Compensation may receive their full salaries by using accrued Paid-Time Off (PTO) or Sick Leave Reserve (SLR) and full-time faculty may use Sick Leave provided they submit to the College any disability payments received from Workers' Compensation. This is to ensure that employees do not suffer an economic hardship as a result of a work-related injury as well as to ensure that the employee does not experience a financial gain as a result of an injury. It is the employee's choice to determine if they wish to use their PTO, SLR or Sick Leave or if they wish to accept disability payments from Workers' Compensation. Employees must notify Human Resources of their decision prior to going on leave.

If no PTO, SLR, or sick leave exists, the employee would receive only the compensation from the Worker's Compensation Benefit Plan. This also applies to part-time faculty and staff as they are not eligible to earn PTO or sick leave.

Reporting of Accident or Injury

All work related accidents and injuries must be reported to the Human Resources Department. The injured employee must report the accident or injury in writing immediately following the injury. An industrial injury report will be required if medical attention is necessary.

3. BACKGROUND

1. References: none
2. Revision history: 04/01/2001, 06/24/2009 (reformatted), 06/22/2011
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 06/22/2011