

## **410-05 WORKER'S COMPENSATION LEAVE—PROCEDURE**

### **1. PURPOSE**

Workers Compensation Leave provides 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**

The College Employee must have an approved workplace injury claim by the colleges' insurance carrier to request this type of leave. Such requests must be accompanied by a physician's statement of inability to perform job duties.

#### **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. The specifics of available coverage are determined on a case by case basis with the College's insurance carrier.

Temporary benefits provided by the insurance carrier are typically 66-2/3% of the employees' base wage, however that amount may differ upon unique circumstances. Those employees receiving temporary disability payments under Workers' Compensation may use accrued Paid-Time Off (PTO) or Sick Leave Reserve (SLR) and full-time faculty may use Sick Leave to cover the difference between their base pay and workers compensation payment provided they submit to the College any disability payments received from Workers' Compensation. Human Resources and the Finance Department will work directly with the employee to handle their unique needs and to follow payroll procedures. 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 as their only source of income. Employees must notify Human Resources of their decision prior to going on leave or as soon as their injury allows.

If no PTO, SLR, or sick leave exists, the employee will receive only the compensation from the Worker's Compensation Benefit Plan.

The College will cover the employee's initial visit to the colleges' worker's compensation medical provider and any reasonable travel time. Additional visits are to be scheduled using normal paid time off protocols.

#### **Reporting of Accident or Injury**

All work related accidents and injuries must be reported to the Human Resources Department within 24 hours of the incident. The injured employee and supervisor must report the details of the accident or injury immediately to the workers compensation carrier. The HR department will provide the contact information and process. If the injury results in time missed beyond 7 work days, the employee will receive FMLA paperwork to complete from the HR department. An industrial injury report will be required if medical attention is necessary. Failure to report a workplace injury in a timely manner may result in disciplinary action.

### **3. BACKGROUND**

1. References: none
2. Revision history: 04/01/2001, 06/24/2009 (reformatted), 06/22/2011, 12/05/2018
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 06/22/2011, 12/05/2018

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