



OFFICE OF HUMAN RESOURCES & EMPLOYEE RELATIONS

Guidelines for Workers' Compensation Absences

1. Allowable leave for the same industrial injury or illness shall not exceed 60 days per injury. The District has the right to choose the medical provider unless the employee has pre-designated a physician prior to the injury/illness and the form is on file in the Human Resources Office. The form must be properly signed and dated by both the employee and the physician.
2. The initial absence may be charged to Workers' Compensation with a doctor's note stating the employee is unable to work.
3. If you are released to return to work by the doctor before your workday is over, you must report for duty following your release. Please bring the work status report from the doctor to Human Resources before returning to your work area.
4. When industrial or illness benefits have been exhausted (60 days), sick leave will be used, followed by accumulated comp-time, vacation or other available leaves which, when added to the workers' compensation award, provide for a full days wage.
5. Denied claims will result in reimbursement to the District of all industrial accident leave, up to 60 days, by use of employee's sick, vacation and other available leaves or payroll deductions.
6. Follow-up doctor visits, physical therapy appointments, etc., cannot be charged to W/C but may be charged to sick leave, vacation, comp-time, scheduled on the employee's own time or coordinated with supervisor to make up time or the time away from work can be docked at the employee's discretion.
7. Appointments scheduled by Keenan & Associates with Agreed Medical Examiners or Qualified Medical Examiners can be charged to W/C if they fall within work hours and HR is notified prior to the appointment.
8. Beginning with your first day of workers' comp absence you will be placed on FMLA (Family & Medical Leave Act) and CFRA (California Family Rights Act). FMLA & CFRA will run concurrent with your first day out of work.
9. If at the conclusion of the interactive process, all leaves of absence, paid or unpaid, are exhausted and the employee is still unable to assume the duties of his/her position, the District will initiate the appropriate disability retirement application process, followed by submission for Board action to place said employee on the 39 month re-employment eligibility list (California Education Code § 88192).

I have read and understand the preceding guidelines: Print Name: _____

Date: _____

Signature: _____