

As require by Idaho law, all employees of Wendell School District are covered by Workers Compensation Insurance for bodily injury, disease or death caused by an accident arising out of and in the course of their employment with the district. Employees must report any injury to his or her immediate supervisor and file a report of any injuries received on the job as soon as possible, but no later than ten (10) days after the accident. The district will forward the claim to the State Insurance Fund for approval. Except in the case of a life threatening situation or emergency requiring immediate attention, all district employees who require medical attention in the event of a workplace injury must visit one of the occupational health facilities and providers designated by the district. Following any emergency procedures, follow-up visits should be made with the district's occupational health facilities and providers. Employees that choose to visit their personal providers may be denied Workers Compensation benefits. The district's chosen occupational health facilities and provider is the Wendell Associates in Family Practice.

Any employee who is unable to work due to a work-related accident will not receive compensation from the district for those days the employee is unable to work. Such compensation will come from the State Insurance Fund and will be paid directly to the injured employee after meeting the required waiting period of five (5) days. Where the amount paid is less than what the employee would otherwise have earned, the employee may elect to use accumulated sick leave, vacation leave or earned compensatory time (if the employee has leave to use) to compensate for the difference. Sick leave bank days are not available to employees receiving worker's compensation.

Any employee who is absent from work for more than five (5) days as a result of a work-related injury or illness resulting in a disability shall be entitled to compensation under either option A or B set forth below:

**[Option A – Worker's Compensation Benefits Only]**

Employees may elect to receive worker's compensation benefits only and retain his/her accrued sick and vacation leave or earned compensatory time, if any, for future use. Employees will not receive retirement credit during his/her period of disability. Employees will be placed on a temporary leave of absence without pay to ensure that no payments will be made until the employee returns to work.

**[Option B – Worker's Compensation Benefits Supplemented by Accrued Leave]**

The employee will receive workers compensation benefits with supplemental payments from accrued sick or vacation leave or earned compensatory time in an amount that is not greater than the difference between the worker's compensation benefits and the salary the employee would have received if not absent from work. In no event shall said worker's compensation income benefits plus the supplemental payment exceed the amount of the salary the employee would

have been otherwise entitled to receive. Under this option, supplemental compensation benefits will be available only so long as the employee has unused sick or vacation leave benefits, or earned compensatory time. Accrued sick or vacation leave, or earned compensatory time, will be reduced in an amount equal to the supplemental benefits received under this option.

**Procedures**

1. The employee must immediately report an accident or injury in the workplace, whether medical attention is needed to their immediate supervisor. The supervisor and employee will fill out an accident report form as provided by the district and send it to the business office/human resources.
2. If medical attention is required beyond first aid, the employee must go to the district's preferred occupational health facilities/providers: Wendell Associates in Family Practice. If the employee chooses to go to a physician or facility other than the one assigned by the district, the State Insurance Fund may deny the employee's claim. The employee would then be responsible for those charges.
3. When filling out a timecard for an absence due to a work-related accident, place the abbreviation "WC" in the appropriate box(es). No wages will be paid for those days. For short-term absences that will not be compensated by the State Insurance Fund, the employee has the choice of using their accrued sick leave. If sick leave is used, a notation should be made at the bottom of the timecard.
4. For a time-loss accident, a "return to work authorization" from the physician must be submitted to the business office/human resources before an employee returns to work. The supervisor cannot allow the employee to work if a return to work authorization has not been received.
5. For employees eligible for district benefits, the district will continue to pay its share of employee's life, health and dental insurance premiums during the period of disability. Arrangements for payment of self-paid premiums must be made with the superintendent and payroll clerk in the district office.
6. The employee's income maintenance and retirement credit will continue as long as he/she has sick leave available, unless the employee has been laid off or resigned due to his/her inability to return to the position and perform assignments as required by the job description. If the employee has depleted all available sick or vacation leave, or earned compensatory time, Option B becomes unavailable.
7. If the employee does not have a sufficient amount of accumulated sick or vacation leave, or earned compensatory time, to cover the initial five (5) days of absence, the employee will not receive any compensation.
8. During the period of disability, the district's share of disability payment cannot extend beyond the scheduled or contracted working days. The employee is not to receive more

than one hundred percent (100%) of his/her regular salary.

**LEGAL REFERENCE:**

Idaho Code Section 33-1216

Idaho Code §§72-101 *et seq.*

**ADOPTED:**

March 24, 2009

**AMENDED:** April 2017