

**CHAPTER 6.00 – HUMAN RESOURCES**

**ON-THE-JOB INJURY**

**6.70.4**

- I. Any Dale County School System employee shall be entitled to on-the-job injury leave for a period not to exceed ninety (90) working days per fiscal year when he/she has to be absent from work because of a personal injury received in the discharge of his/her duties.
- II. To be considered for on-the-job injury leave, the following conditions shall be met:
  - A. The employee must provide written testimony or evidence that his/her injury was received in the line of duty.
  - B. The employee will be required to supply written certification from a medical doctor who treated the patient, stating that in his/her opinion, there is a strong probability that the illness was contracted at the work site. The Dale County Board of Education may at its expense require a second medical opinion.
  - C. The employee must file a written claim as required by the employer.
- III. The employee or, if incapacitated, another person knowledgeable of the situation shall notify the supervisor within twenty-four (24) hours of the occurrence of the injury. Furthermore, the employee will be required to supply written certification that he/she was treated with a medical doctor within twenty-four (24) hours of occurrence of the injury.
- IV. The supervisor or his/her designee shall notify the Superintendent of the injury on the date of occurrence and follow-up with a written report including all documentation concerning the injury.

**STATUTORY AUTHORITY:**

**CODE OF ALABAMA  
16-1-30**

**LAW(S) IMPLEMENTED:**

**CODE OF ALABAMA  
16-1-18.1**

**ALABAMA ADMINISTRATIVE PROCEDURE ACT:** \_\_\_\_\_

**HISTORY:**

**ADOPTED: Dec 16, 2008  
REVISION DATE(S): Jan 11, 2011  
FORMERLY:NEW**