

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Injury Received While on Duty	
ADOPTION/EFFECTIVE DATE: Reissued: July 7, 1993 Revised: January 2, 1990; July 10, 2013	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Personnel Amendment:	

I. Purpose:

To establish a policy to administer workers' compensation laws and regulations.

II. Policy Statement:

When an employee has been injured while on duty, the following forms must be completed and forwarded to the Human Resources Office within three (3) work days of the injury/accident/illness.

- Employee's Statement of Accident/Injury/Illness
- Worker's Compensation First report of Injury or Illness
- Supervisor's Accident Investigation Report

If any employee is absent from work for three days or less, he/she will have the lost time charged against his/her accumulated sick leave in accordance with current administrative procedures.

If an employee is absent from work for more than three days, he/she will be compensated by the Board of Education's insurance carrier for all substantiated medically verified days of absences.

If the central office pays the regular amount for a normal pay period, the employee will endorse and turn over to the Board of Education the check he/she receives from the insurer. The employee can use the value of the check to purchase back sick leave at the actual dollar value per day/hour of sick leave used.

The Board of Education will always consider cases of unusual circumstances not covered by this policy.

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Page 2 of 2

III. Definitions:

None

IV. Implementation:

The Superintendent is authorized to develop regulations and procedures to implement this policy.

V. Reference:

None