

**REGULATION
G-1511**

**REGULATION
AUSD10**

**REGULATION
GBGD-R**

WORKERS' COMPENSATION

Whenever an employee of the District suffers an injury that is covered by the Arizona Workers' Compensation Act, a complete report of the injury should be immediately made and submitted to the human resources division for the purpose of applying for workers' compensation. Special forms are provided for making such reports. An eight (8)-day limitation is prescribed by state procedures for preparing this report following the job-related injury.

Payment to Employee Absent Due to Job-Related Injury

Please note the supplemental sick leave program referenced in this policy has been suspended.

Whenever an employee is absent as a result of job-related injury, the following regulations will be adhered to concerning payment to said employee:

- The employee must use accrued sick leave in conjunction with workers' compensation benefits (the District shall pay to the employee the difference between normal compensation and the compensation paid pursuant to applicable workers' compensation laws).
- If an employee has accrued sick leave, said sick leave payment must be made to the employee for the period of the industrial injury until such time as the insurance carrier has made a determination of the claim.
- If injury involves an absence of seven (7) days or less, including weekends, said employee will receive no compensation other than accrued sick leave, if applicable.
- If industrial injury involves an absence of more than seven (7) days, including weekends, the District's industrial insurance carrier, upon acceptance of the claim, will proceed to make payment to the employee at the rate and for the times as provided by law.
- Upon first drawing accrued sick leave as a result of job-related injury, an employee shall sign a form acknowledging understanding that, should workers' compensation payments be received, the District will be reimbursed by the employee for any sick leave payments duplicated by workers' compensation payments.
- An employee who is not receiving any portion of sick leave pay from the District but is receiving some compensation pay from the workers' compensation carrier

shall receive one-third (1/3) of the employee's normal holiday pay from the District on holidays.

- An employee cannot use personal leave or vacation in conjunction with workers' compensation payments from the carrier. If the employee is not receiving payments from the carrier, personal leave and vacation can be used.
- Upon the employee's receipt of compensation from the District's insurance carrier, the employee will be indebted to the District for any sick leave payments received from the District and duplicated by workers' compensation payments. Necessary adjustments shall be made to the District by the employee by the following method:
 - If the injury is ascertained by the physician to be long term, and adequate sick leave accrual is available, and the employee has elected to utilize sick leave in conjunction with workers' compensation benefits, adjustment may be made by deducting the overpayment from payments that would otherwise be made to the employee from accrued sick leave until such time as the indebtedness to the District has been rectified.
- If the employee has sick leave to use in conjunction with workers' compensation benefits, the District will continue to pay the employee the difference between workers' compensation payments and the employee's daily rate of pay in accordance with sick leave accrual until such time the employee either:
 - Runs out of accrued sick leave;
 - Is released by the physician and returns to work with the District;
 - Terminates employment with the District; or
 - Terminates the election to utilize sick leave.
- The normal procedure for recording sick leave for certificated staff members does not allow for projection of sick leave. In the event of an industrial injury, the absence will be accurately recorded in the usual manner, along with the coding "IA," indicating "industrial accident." For support staff employees, once the District stops paying one-third (1/3) salary (when sick leave has been exhausted), the employee no longer accrues vacation or sick leave. If the physician releases an employee who is off work due to an industrial accident to return to work during a holiday period, the employee will receive full holiday pay effective with the release date.
- During the period of time when an employee who is using sick leave in conjunction with workers' compensation benefits is receiving payment for absence from workers' compensation insurance, said employee shall:

- Be eligible for holiday pay based upon the difference between workers' compensation and daily rate of pay.
- *Not* be eligible for the supplemental sick leave described in the certificated/support staff sick leave policy.