



Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or pre-injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or injury wage.

MISD provides workers' compensation protection to its employees who are injured on the job. Such protection applies only to injuries arising out of and in the course and scope of the employment.

Benefit payments may be delayed if the doctor fails to make prompt and regular reports to the Benefits Department. To establish evidence of eligibility to receive benefits under the Workers' Compensation Act, a staff member must comply with the following procedures:

A) Personnel injured or involved in an on-the-job accident must report the injury and/or the accident to his/her supervisor **immediately**.

B) Employees absent from work due to a work related injury must have a doctor's release statement and approval from Employee Benefits Department before returning to work.

C) If the employee injured is unable to follow the provision of procedure "A." he/she shall have someone report for him/her to the supervisor. This does not relinquish the responsibilities of the injured employee to report to the supervisor as soon as possible.

D) The employee shall choose a treating doctor from the Texas Star Network of doctors in which to receive medical aid (first choice only). List is located at www.texasmutual.com or call 1-800-381-8067.

E) **During any period of disability, it will be the responsibility of the employee to call 817-299-6336 (Employee Benefits Department) weekly to report the employee's work status and to relay medical information which is pertinent to his/her case.** Each time the employee goes to the doctor, it will be the employee's responsibility to bring or mail a copy of the attending doctor's statement to the Employee Benefits Office, MISD Administration Building, 605 E. Broad Street, Mansfield, Texas, 76063. Failure to comply could affect benefits.

F) An employee receiving worker's compensation wage benefits for a job-related illness or injury may choose to use accumulated personal leave or any other paid leave benefits. **An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or –injury wage.** If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absences resulting from a work-related illness or injury, which may not equal to his or her pre-illness or injury wage.

G) When the employee has exhausted all accumulated personal leave, the employee will be placed on an inactive list (leave without pay), at which time the employee's insurance will be terminated through MISD and Cobra will be offered, if applicable.

H) If inactive, the District may fill the position, based upon the immediate needs of the District, except when an employee qualifies for Family Medical Leave (FML). If on FML, the employee can be put on an inactive list after the FML expires.

I) Once the employee receives documentation from his/her attending physician that he/she can return to work, the employee must submit the release to the Employee Benefits Department. If the employee has been placed on inactive status, the employee will be assigned to the most suitable job available at that job's pay grade.

J) If an employee provides documentation from his/her attending physician that he/she can return to limited duty with restrictions, the employee must present the stipulated release to his/her supervisor, the Employee Benefits Department and Human Resource Services for approval. If employee is on inactive status and returns to a limited duty position, the employee will be paid at that job's pay rate.

K) If the employee's position has been filled, the employee may apply for a position for which he/she is qualified. If the District offers the employee a comparable job after the employee has been released to return to work, a refusal to accept the position will be considered a voluntary resignation.