

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Certified Personnel: Leave and Absence

Section Title: Leaves: Worker's Compensation

Sub-Section No. 404.11a

Page 1 of 1

1. Prior to requesting the use of sick or vacation leave to augment worker's compensation payments, the certified employee shall first furnish the district with proof in the form of a statement from a licensed physician that his/her injury or illness will not permit him/her to perform his/her regularly assigned duties. Should the district require a second or third opinion concerning the employee's condition, this shall be furnished at the district's expense.
2. Doctor's statements confirming continuing disability throughout the disability leave shall be furnished at the employee's expense at intervals specified by the superintendent or his/her designee.
3. Documentation listing all payments received from worker's compensation during each pay period shall be furnished by the employee prior to any district warrant being drafted in her/his favor for that pay period. Use of sick and vacation leave to augment worker's compensation payments shall terminate when the employee: (a) has utilized all accrued sick and vacation leave; (b) returns to work; (c) is no longer disabled and is fit for duty in the opinion of a licensed physician; or (d) is no longer employed with the district.
4. Any employee who suffers injury or occupational disease while performing required employment duties for the district shall report the injury or disease to his/her immediate supervisor within twenty-four (24) hours (or as soon as reasonably possible), fill out the worker's compensation forms and papers as appropriate and submit the forms and papers to the supervisor within three (3) days. The supervisor shall sign the forms and papers as appropriate and immediately submit the same to the district business manager.
5. A Notice of Injury and Claim for Benefits Form and other appropriate forms and papers shall be filed with the Idaho Industrial Commission, State Insurance Fund and any other entities as required within ten (10) days in compliance with the applicable law.

Adopted: 4/14/97

Amended: 10/13/97

Reviewed 2017