

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3410 P-4/5500 P-3

INDUSTRIAL INSURANCE AND SICK/VACATION LEAVE PAYMENTS

Under terms of Washington State Law and Washington State Department of Labor and Industries' regulations, Ferndale School District employees injured on the job may be entitled to sick/vacation leave from the district and certain industrial insurance benefits. To avoid double payments, the following administrative procedure has been developed. The employee will be bound by one of the following options:

I. Option A. State Industrial Insurance Only

If the employee desires to take the industrial insurance payment only and not utilize any sick/vacation days, he/she will so indicate in writing on the form provided (see Attachment 1). The employee's pay will be deducted in accordance with the amount of time loss. Industrial insurance payments begin after the employee has missed three days beyond the day of injury. If the employee misses 14 days, payments are retroactive to the day of injury or illness.

II. Option B. District Sick/Vacation Leave Only

If the employee desires to take accumulated sick/vacation leave to receive full payment, he/she shall bring the industrial insurance payment warrant to the business office and endorse it over to the district. The employee's leave will be deducted in accordance with the amount of time loss. There will be no deduction in the employee's pay provided the insurance payment warrant is endorsed over to the district and the employee has enough accumulated leave to cover the length of the disability.

III. Option C. Combination Industrial Insurance and Sick/Vacation Leave

If the employee desires to receive full payment using a combination of industrial insurance and sick/vacation leave, the process will work as follows:

Initially, the employee's leave will be deducted in accordance with the amount of the time loss. The employee will bring the industrial insurance payment warrant to the business office and endorse it over to the district. The district will then reinstate the number of hours leave that can be obtained using the dollars from the industrial insurance payment warrant, not to exceed the original leave balance before the injury/illness. There will be no deduction in the employee's pay provided the insurance payment warrant is endorsed over to the district and the employee has enough accumulated leave to cover the length of his/her disability.

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For example, if the employee earns \$100 per day, and he/she misses 14 days, and the industrial insurance pays \$60 per day, then the following would apply:

1. Number of workdays lost due to accident - 14
2. Original leave charged - 14
3. Amount of industrial insurance warrant - \$840 (\$60 x 14 days)
4. Once the warrant has been endorsed over to the district, the district will reinstate \$840 worth of leave.

IV. Option D. No Choice

If the employee does not choose one of the above options within 10 days after receiving the industrial insurance payment form, the district will implement Option A.

Implemented	05-08-85
Revised	02-25-88
Revised	02-15-96
Revised	05-24-04