



COVINGTON INDEPENDENT PUBLIC SCHOOLS

25 East Seventh Street ★ Covington, Kentucky 41011 ★ 859.392.1000 ★ 859.292.5801 TTY ★ 859.292.5916 fax

Chartered 1850 ★ An Equal Opportunity Employer M/F/D

ALVIN L. GARRISON

Superintendent of Schools

TO: All Employees Filing Worker's Compensation Claims

FROM: Scott Hornblower

RE: Payment Rules

The rule for payment of your salary under Worker's Compensation is as follows:

- 1) You are eligible for payment if you are absent because of a work-related illness or injury for more than **7 days**;
- 2) If you are absent between **8-14** days, Worker's Compensation will pay for days 8-14;
- 3) If you are absent more that **14** days, Worker's Compensation will pay for all days you have missed back to day **1**; and
- 4) The pay you receive through Worker's Compensation will be approximately two-thirds of your regular pay, but there will be no deductions.

**** If you use sick leave and are paid by the Covington Independent Public Schools on any days for which you also receive pay for the Worker's Compensation claim, you will be required to pay any monies received from the insurance company back to the Covington Independent Public Schools.**

It is extremely important that you have a clear understanding of the payment rules as well as understanding from your doctor, as soon as possible after you file a claim, the length of time you are likely to be off work. You do not have the option of not accepting payments from Worker's Compensation, so if you have any concerns about using sick leave, you may consult Mr. Ken Kippenbrock, Executive Director - Human Resources or myself. It also should be your understanding that Covington Independent Public Schools will pursue all legal remedies to enforce this policy to recoup any monies owed to the district.

I have read and understand the contents of this memoranda.

Employee Signature: _____ **Date:** _____

Please return to Scott Hornblower, Central Office