

Board of Trustees Douglas County School District

OBJECTIVES

WORKERS' COMPENSATION

Employees are insured under the provisions of the State Workers' Compensation Act for occupational injuries and diseases that arise/arose out of and in the course of their employment. Employees are required to report all on-the-job accidents, injuries, or illness to their immediate administrator or manager/supervisor as soon as reasonably possible or within 24 hours of the accident, injury, or illness. Employees are also required to complete the C-1 form within seven days of the accident, injury, or illness, regardless of whether medical attention was received.

The following provisions are adopted pursuant to and are intended to implement the requirements of NRS 281.390.

1. When an employee is eligible at the same time for benefits for temporary total disability under NRS 616A to 616D inclusive or NRS 617 and for any leave benefit, s/he may, by giving written notice to his/her administrator or manager/supervisor, elect to continue to receive his/her normal salary instead of the benefits under those chapters by using his/her accrued sick leave, comp time, annual leave, or approved catastrophic leave (if any), in this order, until such accrued leave is exhausted. The District will notify the Workers' Compensation Administrator of the election. The District will continue to pay the employee his/her normal salary, but charge against the employee's accrued leave time as taken during the pay period an amount which represents the difference between his/her normal salary and the amount of any benefit for temporary total disability received, exclusive of reimbursement or payment of medical or hospital expenses under NRS 616A to 616D inclusive or NRS 617 for that pay period.
2. When the employee's accrued leave time is exhausted, payment of his/her normal salary under *Subsection 1* must be discontinued and the District will promptly notify the Workers' Compensation Administrator so that it may begin paying the benefits to which the employee is entitled directly to the employee.
3. An employee who declines to make the election provided in *Subsection 1* may use all or any part of the leave benefit normally payable to him/her while directly receiving benefits for temporary total disability under NRS 616A to 616D inclusive or NRS 617, but the amount of leave benefit paid to

Board of Trustees Douglas County School District

OBJECTIVES

the employee for any pay period must not exceed the difference between his/her normal salary and the amount of any benefit received, exclusive of reimbursement or payment of medical or hospital expenses under those chapters for that pay period.

4. If the amount of the employee's leave benefit is reduced pursuant to *Subsection 3* below the amount normally payable, the amount of leave time charged against the employee as taken during that pay period must be reduced in the same proportion.
5. An employee may decline to use any part of the leave benefit normally payable to him/her while receiving benefits under NRS 616A to 616D inclusive or NRS 617. During that period of time, the employee will be considered on leave of absence without pay.

Reference: NRS 281.390
NRS 616A-616D
NRS 617

Date Adopted: June 10, 2014
Date Revised: