

Buffalo Lake-Hector-Stewart School Policy #451
Non-Work-Related Injuries or Illnesses

I. PURPOSE

The purpose of this policy is to establish guidelines for handling employee non-work-related injuries or illnesses when the District is presented with restrictions.

II. GENERAL STATEMENT OF POLICY

- A. Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. Physical requirements are essential functions of a job. Employees must be able to meet the essential functions of their job with or without a reasonable accommodation to qualify for that position.
- B. The District is unable to offer light duty assignments for non-work-related temporary injuries or illnesses. If an employee is unable to report to work or unable to meet the full essential functions of their job because of restrictions given as a result of a non-work-related injury or illness, the employee has the option to:

1. Use any accrued sick leave
2. Apply for leave under the Family Medical Leave Act (FMLA)

If approved for FMLA, any accrued sick leave will be used until exhausted. In the event that occurs, remaining leave time will be unpaid.

- C. Employees should not report back to work until they notify the District office and submit a doctor's note releasing them to return to full duty, without restrictions.
- D. If the employee's injury or illness becomes permanent, their restrictions must be submitted to the District office so an analysis can be done and a determination can be made whether or not the employee would qualify for a reasonable accommodation under the Americans with Disabilities Act (ADA).
- E. Every effort will be made to provide a reasonable accommodation for an employee with permanent restrictions. However, it is not necessary to provide a reasonable accommodation if doing so would cause an undue hardship. Undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business.

Legal References: United States Department of Labor – Americans with Disabilities Act (ADA)

Adopted: 6/21/2021

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