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**ADMINISTRATIVE REGULATIONS**  
**SECTION: Personnel**  
**SUBJECT: Workers' Compensation**

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**PER-30**  
**UPDATE 9**  
**03/01/04**

Workers' Compensation is available for all personnel injured while on duty. Beginning the eighth day, the staff member is compensated up to the maximum weekly amount set by the State. The employee will have to choose to take either Workers' Compensation or to use available leave first and Workers' Compensation being paid only after paid leave stops. (PER-30F/A)

The employee is required to pay for his/her group hospitalization premium when the District no longer pays compensation to the employee and if the employee is not on FMLA.

In order to benefit from Workers' Compensation insurance, it is imperative that employees report any and all accidents at the time they occur. **A Report of Accident form (PER-30F/B) must be completed by the staff member and the supervisor at the time of the accident. The supervisor will forward this report immediately to the office of the Assistant Superintendent for Personnel and Auxiliary Services.**

The length of a leave of absence for an injury or illness for which a person is receiving Workers' Compensation shall be the same as that provided for other disability leaves, 180 days. After the leave of absence, if the employee cannot return to work, the employee could be terminated.

A staff member returning from leave after an accident must submit to the Personnel Office a doctor's letter stating that the staff member has been released from his care and that the staff member has recovered and is able to resume his/her duties assigned in his/her job description. A staff member may be permitted to return to work for light duty for a maximum of two (2) weeks if the supervisor has a position that is suitable for the light duty requirements for the staff member.