

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 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, but no later than 24 hours after 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, so that the District can comply with all reporting and claim-processing requirements.

The following provisions are adopted pursuant to, and are intended to implement, the requirements of NRS 281.390 regarding the coordination of workers' compensation benefits and District-provided leave.

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, the employee may, by giving written notice to their administrator or manager/supervisor, elect to continue to receive their normal salary instead of receiving those temporary total disability payments directly by using accrued sick leave, compensatory time, annual leave, or approved catastrophic leave (if any), in that order, until such accrued leave is exhausted. The District will notify the Workers' Compensation Administrator of the employee's election. The District will continue to pay the employee his/her normal salary, but will charge against the employee's accrued leave, for each time as taken during the pay period, an amount which that represents the difference between his/her the employee's 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 the employee's 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 them 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 the employee for any pay period must not exceed the difference between the employee's normal salary and the amount of any temporary total

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disability 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 them 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 (Coordination of benefits)
NRS 616A–616D (Industrial insurance)
NRS 617 (Occupational disease)

Date Adopted: June 10, 2014
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