

Camden County Library District Policy Manual

Section 1. Employees

Subsection 20. Workers' Compensation Leave

Worker's Compensation Leave

1. Workers' Compensation is an insurance type benefit that the Library, by law, provides to its employees. Workers' Compensation benefits are regulated by state law and change periodically. The cost of Workers' Compensation insurance is paid entirely by the Library. Workers' Compensation benefits apply to employees who suffer injuries or occupational disease related to their employment.
2. All medical expenses incurred as the result of injuries or occupational disease related to employment will be paid by the Library through its Workers' Compensation insurance.
3. By Missouri law, Workers' Compensation is not paid for the first three regularly scheduled workdays an employee cannot work. Beginning with the fourth scheduled workday, the employee will be compensated for two-thirds (2/3) of their average weekly wage without taxes. If an employee cannot work for 15 or more scheduled workdays, Workers' Compensation will then pay two-thirds (2/3) of their average weekly wage for the first three days of lost time.
4. By Library policy, any accumulated leave time (sick leave, personal days, vacation, or sick leave bank) may be utilized to compensate an employee for:
 - a. The first three days of lost time if the days are not covered by Workers' Compensation benefits. If an employee is unable to work 15 or more days, two-thirds (2/3) of any leave time used for the first three (3) days may be reinstated at the employee's request and the employee's leave time reinstated.
 - b. One-third (1/3) of their average weekly wage not covered by Workers' Compensation benefits.
5. Whenever more than three (3) consecutive workdays are missed due to a Workers' Compensation injury, then this leave time shall be designated as Family Medical Leave. When more than three (3) consecutive workdays are missed, the FMLA leave will be retroactive to the first day missed. See the "Family Medical Leave" policy for additional information.
6. When an employee is injured on the job, he/she must report the injury as soon as possible within the shift to his/her immediate supervisor, who, with the assistance of the Business Manager, will prepare a report of injury. The supervisor must send the first Report of Injury to the Business Manager within three days. The supervisor will arrange and

coordinate with the Business Manager for appropriate medical treatment by a provider of the District's choice.

7. Following medical treatment for a Workers' Compensation injury, an employee must provide a written release or statement of limited duty status from the treating physician before the employee is allowed to return to work. The employee must present this form to the Administrative Office.
8. Whenever possible, the Library will attempt to assign injured personnel to "limited duty" status in an effort to facilitate return to full employment. However, the Library is not obligated to create "limited duty" positions.
9. An employee who returns to work (full or limited duty) and is directed to have follow-up doctor's appointments or treatment during the employee's regularly scheduled work hours will be compensated for hours missed due to the doctor's appointment. Such treatment will not be charged against the employee's sick time. The employee is to provide a doctor's statement as verification of the appointment or treatment. Supervisors should monitor this time for reasonableness.
10. The Library will continue payment of the employee's health insurance and other normal benefits for as long as Workers' Compensation benefits are paid. An employee may continue to maintain dependent insurance coverage at his/her own expense.
11. While an employee is on Workers' Compensation leave, the employee will continue to accrue paid leave time and will be compensated for holidays as normal.
12. While on Workers' Compensation leave, the employee may not be gainfully employed by another employer in any capacity.
13. Failure to follow Workers Compensation Policy will be grounds for appropriate disciplinary action.