

STOCKTON UNIFIED SCHOOL DISTRICT
Workers' Compensation Procedures for Time Missed from Work
(Classified Employees)

Please review this information carefully, it refers to time periods missed from work as a result of an on-the-job (OJI) injury; and how 'covered' time periods are calculated.

California Education Code 45192(e) reads:

Industrial accident leave will be reduced by one day for each day of authorized absence...

In order for an absence to be authorized, a medical note must be provided which supports the absence. **This includes partial day absences and/or appointments for medical/therapy visits during the work day which are related to an OJI.**

Medical Appointments:

An injured worker is allowed time for medical appointments and therapy treatments, including reasonable travel time (based on MapQuest). It is the injured worker's responsibility to schedule all appointments at a time which will least impact your job duties, outside of work hours if possible. **IMPORTANT:** Any time missed from work for appointments related to an OJI must be supported by a note from the treater, and must include time-in/time-out for the appointment. It is the injured worker's responsibility to request this information from the treater. This documentation should be attached to a leave utilization slip and submitted to Risk Management for approval. Make sure the time listed on your leave utilization slip is accurate, as any time over what is determined 'reasonable' will be docked from your sick leave.

If you do not feel you are able to report to work as a result of your injury, you need to contact Risk Management before your work shift begins. Risk Management staff will authorize an immediate follow-up visit to the occupational clinic. **IMPORTANT:** Any delay in either reporting your increased symptoms to Risk Management; and/or arriving at the occupational clinic for a follow-up appointment will result in that amount of time being docked from your sick leave.

Days Missed From Work:

If a workers' compensation claim is accepted, an employee is eligible for 60 days of Salary Continuation (Occupational Leave) if medical disability is verified by the treating physician. Salary continuation payments consist of temporary disability (td) payments; (which is approximately two-thirds of the employee's salary, subject to state mandated maximums); with the District paying the difference between the td payment amount and the employee's regular salary.

Upon expiration of the 60 days of salary continuation; the portion that the District covered for the first 60 days is then docked from the employee's sick leave/vacation accrual; which is again added to the temporary disability payment in order to maintain an employee's full daily rate. If you have no paid leave available, then you would receive only the temporary disability payment; which would NOT equal your regular salary.

An injured employee disabled from work is eligible for a period of Extended Illness Leave for a total of 100 working days or the expiration of all leave entitlements, whichever occurs last.

- The 60 day period and the Extended Illness Leave run concurrently (at the same time).
- The 60 day period and FMLA run concurrently (at the same time).
- The 60 days of allowable leave is on a per injury basis and cannot be accumulated year to year or from injury to injury.

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At the expiration of the Extended Illness Leave or leave entitlement, CSEA employees are eligible for re-employment for a period of 39 months.

When/if your treating physician determines that your condition is permanent and stationary, with or without permanent restrictions, temporary disability payments normally end. When this occurs, and if you are unable to return to work; your sick leave will then be docked a **full** day for each day of absence.

FMLA – 12 WEEKS			
EXTENDED ILLNESS LEAVE PERIOD			
100 DAYS			
OCCUPATIONAL LEAVE 60 DAYS	PARTIAL SICK LEAVE/ VACATION DOCK AND REMAINING 40 DAYS OF EXTENDED ILLNESS LEAVE(Differential pay)	ADDITIONAL SICK LEAVE OR VACATION LEAVE BEYOND 100 WORKING DAYS	39 MONTH RE- EMPLOYMENT LIST

NOTE: FMLA, Occupational, and Extended Illness Leave periods run concurrently (at the same time)

Classified periods of absence from work as a result of an industrial injury are governed by:

California Ed Code Section 45192 (a through f)

Contract provisions for Leaves:

Confidential/Management: Article 8

CSEA 821/318: Article 15

SUSU: Article 11