

### **3.3(1): Workers' Compensation Coverage & Injury Leave**

This policy applies to all employees.

#### **POLICIES AND PROCEDURES**

Adams County provides Workers' Compensation coverage to all employees. Workers' Compensation coverage provides medical benefits and a scheduled amount of wage-loss benefits to employees who are injured while acting in the course and scope of their employment.

If employees believe that they have been injured in the course and scope of their employment with the County, they must report the injury to the Workers' Compensation call center as soon as possible (see the Risk Management page on myAdams for more specific information). In addition, employees must notify their manager or supervisor within 24 hours. If an employee is injured at work, he or she must see one of Adams County's designated Workers' Compensation providers. Employees who see their own physician may be responsible for all payments that are related to that visit. For specific information regarding Workers' Compensation, employees should contact Risk Management.

#### **Injury Leave**

Employees who must miss work due to a Workers' Compensation covered injury are eligible for up to 80 hours of paid injury leave. Injury leave is applicable to time that an employee must be absent from work due to doctor's orders or work restrictions. Employees may not use injury leave for partial day absences, such as doctor's appointments. During injury leave, the County maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from injury leave, the County shall attempt to restore employees to their original or equivalent position with equivalent pay, benefits, and other employment terms.

#### **Related Policies**

Workers' Compensation benefits occur in conjunction with other County policies, including but not limited to the following:

- **Family Medical Leave.** Employees applying for Workers' Compensation benefits are subject to the provisions of the Family Medical Leave Act (FMLA) (see Adams County Family Medical Leave Policy 3.5(1)). Employees who are receiving Workers' Compensation benefits due to being off of work receive wage loss benefits and therefore, they are not eligible to concurrently use sick leave accruals and annual leave accruals. Injury leave shall run consecutively with FMLA protected leave. Injury leave shall be taken first; when injury leave

### **3.3(1): Workers' Compensation Coverage & Injury Leave (continued)**

has been exhausted, FMLA leave will apply to any additional qualifying leave time for FMLA eligible employees.

- **Receipt of Annual and Sick Leave Accruals.** Employees applying for Workers' Compensation benefits are subject to the provisions of 3.4(1) Annual Leave and 3.4(3) Sick Leave Policies. According to these policies, to receive annual or sick leave accruals for the month, employees must work or be in an approved paid leave status for at least fifty percent (50%) of the pay period. Receipt of Workers' Compensation benefits from a third party administrator does not qualify as an approved paid leave status for the purpose of receipt of annual and sick leave accruals.