

Title : Industrial Injury or Illness Leave
Number :
Approved :
Reference :

4310.11
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All industrial injury or illness, no matter how serious, must be reported to the area supervisor at the earliest possible time, but in no case later than twenty-four (24) hours after the injury or diagnosis of industrial illness.

If there are witnesses to the industrial injury or illness, their names should be noted on the injury or illness report.

Any incident not reported within the twenty-four (24) hours' time limit or not witnessed by another person shall be subject to investigation.

When an employee is absent due to a verified industrial injury or illness related to College employment, the employee may elect to utilize accumulated sick leave, or request industrial injury or illness leave.

A. Accumulated Sick Leave Option

If an employee elects to utilize accumulated sick leave during time-off resulting from a College employment related industrial injury or illness, said employee shall reimburse the College for any industrial insurance monies received in lieu of salary. Upon receipt of said funds the College will reinstate the employee's sick leave account for a proportional number of sick leave days.

B. Industrial Injury or Illness Leave Option

Industrial injury or illness leave is leave without pay; therefore, any industrial insurance monies received in lieu of salary by an employee during such leave shall be retained by the employee.

The College President, or personnel designated by the College President, shall be authorized to establish, and oversee procedures for a Return-to-Work Program that may include transitional or modified duty for specific time frames.

