

## **River Valley Child Development Services**

### **WORKERS' COMPENSATION**

Effective: May 1, 2006

River Valley Child Development Services, hereinafter referred to as RVCDS, provides for workers' compensation coverage for all employees. An employee who sustains an occupational injury or illness may be entitled to medical benefits and/or disability benefits.

If an employee is absent due to a work related injury or illness, employee may use accrued leave time or take time off without pay and without penalty during the elimination period.

If the injury or illness is determined to be compensable, upon receipt of disability benefits, the employee may buy back leave time used at employee's regular hourly rate of pay.

If employee is absent due to follow-up treatments, employee may use accrued leave time, if available, and if unavailable employee may take time off without pay and without penalty.

During receipt of temporary total disability benefits, the employee may receive a supplement of ten percent (10%) of his/her bi-weekly pay using accrued leave, if available.

If an employee is absent from work due to a work-related injury a back to work authorization from the attending physician is required before commencing duties.

Worker's compensation leave runs concurrent with FMLA leave.

When a work-related injury or illness occurs, no matter how minor, an employee must notify his/her supervisor and complete an Injury Report and send to Human Resources within twenty-four (24) hours.

When a work-related injury or illness occurs and medical attention is received the injured employee must make an application for workers' compensation medical and/or compensation benefits within six months from the date of the injury or illness. The

employee is responsible for completing the claim form. Claim forms are usually available where treatment is received.

When RVCDS receives a workers' compensation claim, the employer's section of the form is completed and filed within seven (7) days.