



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Worker's Compensation Policy
Policy Number:	GBGD-R-TCA
Original Date:	7/6/1989
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Category:	Personnel
Author/Cabinet Approval:	Director of Human Resources

## INTRODUCTION

Any employee of TCA who is injured within the scope and course of their employment shall be covered by workers' compensation insurance. In order to be eligible for these benefits, it is imperative that injured employees report the injury without delay to their immediate supervisor. The supervisor or designee must complete an employer's first report of injury with the Human Resources department. Please refer to the **Designated Medical Provider for Work-Related Injury or Illness** referenced on staff bulletin boards.

The first three days (or 24 working hours) after an injury of an excused absence due to work-related injury are not covered by workers' compensation. The first three days (24 working hours) may be paid with staff leave if the employee desires. If staff/personal leave is not used, then it will result in non-payment of wages for those days. The day of the injury will be counted as a full day worked. If the employee is absent fourteen calendar days or more, workers compensation may pay for time lost at a rate of 66 2/3 of their wage rate beginning from day one after the date of injury. Lost time is the direct and immediate total time lost from the surgery, injury, medical event, or disability that presented itself for relief in accordance with Workers Compensation criteria. Lost time is not intended to include time used to attend follow-up medical care appointments.

Once an employee is in lost-time status as defined by Workers Compensation (above), any time previously paid with Staff Leave hours may be eligible for reimbursement by Workers Compensation payment (at the 66 2/3 wage rate). If the employee is reimbursed by Workers Compensation for Staff Leave already paid by TCA, the employee can choose to pay TCA for Staff Leave taken at the 66 2/3 wage rate. TCA will then replenish the employee's Staff Leave Balance for those hours. Disabilities related to Workers Compensation are excluded from payment from the Limited Sick Leave Bank.

Any lost-time payments will be paid through workers compensation insurance. TCA payroll payments will cease during workers compensation reimbursement.

### Policy Revision History

Date	Revision Details	Revised By
3/26/2014	Reformatted policy into new template. Completed annual review.	Director of Human Resources