

1. **General** - An employee who has sustained an employment related injury or illness shall immediately report the injury or illness to their supervisor, the designated employee in the business office and the insurance carrier.

Except in emergency situations an employee who requires medical treatment as a result of injury or illness sustained in the course of employment must obtain such treatment from a provider listed on the Panel of Health Care Providers.

2. **Salary and Wages** – The employee must be disabled more than seven calendar days (including weekends) before workers' compensation payments for disability are payable. Benefits for time lost from work are payable the eighth day after injury. When an employee has been off work fourteen calendar days they will receive retroactive payment for the first seven days missed due to the work related injury or illness. The employee has the option of receiving workers' compensation benefits only, with no deduction of sick or other leave, **OR** receiving their current salary or wages within the limit of accumulated days of sick or other leave. Weekly benefits payable under the Pennsylvania Workers' Compensation Act shall be deducted by the employer during the time the employee is receiving their full salary or wages under the district's sick or other paid leave benefits.

After sick or other paid leave days have been exhausted the employee may receive workers' compensation benefits only. An employee who has no accumulated leave shall receive no pay from the district while absent from work as the result of a job related injury.

An employee cannot receive workers' compensation benefits and paid leave benefits at the same time.

3. **Benefits** – Benefits for which the employee is eligible including the accumulation of leave time will be provided for a period of twelve (12) weeks from the date of injury/illness. After twelve (12) weeks all district paid benefits other than those specifically provided by a collective bargaining agreement and medical/dental vision/prescription drug insurance benefits will cease.

Full medical/dental/vision and prescription drugs benefits, for which the employee is eligible, will continue for twelve (12) months from the date of injury, subject to any employee premium contribution.

The employee will be permitted to continue such coverage subject to COBRA rules and regulations.

4. **Length of Leave** - The unpaid leave shall be for the period the employee qualifies for Workers' Compensation payments not to exceed two (2) years. In the event that the leave exceeds the two (2) year period, then the Board upon receipt of a request from the employee shall have the discretion to extend or deny the unpaid leave.