

## 1.0 Reporting Industrial Accident or Illness

- 1.1 Employees must notify the supervisor immediately when a personal injury is sustained on the job.
- 1.2 It is the supervisor's responsibility to insure that an accident form Employee Claim form and an Employer Report of Injury form is completed and forwarded to the District General Services Office within twelve (12) hours of the occurrence, so that a report may be filed with the Claims Administrator within twenty-four (24) hours of the accident.
- 1.3 The District has designated facilities for needed medical treatment.

## 2.0 Payment During Leave

- 2.1 During Industrial Accident and Illness Leave, the employee shall endorse to the District the temporary disability indemnity checks received and the District shall issue the employee appropriate warrants for the payment of not more than full salary less the normal deductions.

## 3.0 Reinstatement

- 3.1 For reinstatement decisions, State compensation cases shall be referred to the physician assigned to the case. The physician's decision regarding the individual's health and ability to resume the responsibilities of the position shall be final.

## 4.0 Use of Sick Leave

- 4.1 An employee receiving State compensation shall be entitled to use only as much sick leave or vacation as, when added to the State Compensation, will provide full salary.

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LRCCD

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