

ON THE JOB INJURY

Employees who get injured on the job are entitled to a maximum of seven (7) free paid days from DCPS for each injury. The date of the injury does not count towards the seven days and leave usage is not charged against the employee's leave or OJI. However, these seven days are not automatically given. In order for employees to receive credit for OJI, they must have an **approved OJI Doctor excuse** from work. If an employee gets injured, the employee must be sent to an authorized OJI doctor or facility.

The following documents are required by Payroll for **each** injury:

- Copy of Report of Injury
- Original Workers Compensation Leave Option Form (*please see note below*)
- Documentation from Doctor's visit
- Leave form signed by employee and Principal. Please have employee indicate date of injury on the leave form since some employees have more than one injury.

Note: Payroll needs the Workers Compensation Leave Option Form to determine whether to keep paying an employee or place him/her on Non-pay status or a Leave of Absence (LOA) once the employee reaches the seven days given by DCPS.

There are different scenarios we will run into when an employee gets injured. Below are the most common scenarios. Documents required by Payroll are based on each case.

A. EMPLOYEE RETURNS THE NEXT DAY AFTER THE INJURY/ NO LEAVE USED:

1. Send Report of injury to Payroll
2. Send Original Workers Compensation Leave Option Form to Payroll (keep a copy at the school in employee's file)
3. Send Copy of doctor's note to Payroll

B. EMPLOYEE IS UNABLE TO RETURN TO WORK:

1. Fax Report of Injury and **temporary leave form** to Payroll (Include date of injury on the leave form)
2. Contact employee and request for them to complete a Workers Compensation Leave Option form, sign the leave form, and submit paperwork from doctor's visit.
3. Once the forms are signed by employee, send all documents to Payroll.

Note: Family members of the employee might need to help deliver documents to employee if employee is unable to drive back to the school to sign documents.

C. EMPLOYEE IS ABLE TO RETURN BUT HAS FOLLOW UP APPOINTMENTS:

1. Send an original leave form. Indicate date of injury on leave form
2. Send copy of the doctor's notes to Payroll as soon as the employee returns from the appointment. For Physical Therapy a slip indicating time in and out of the appointment is required.

Note: A maximum of half day credit will be given for doctor's appointments. If an employee uses a whole day, half day will be charged against their leave or LWOP depending on what option they choose on their Workers Comp Leave Option form.