

Workers' Compensation Procedures

Under terms of Washington State Law and Washington State Department of Labor and Industries regulations, employees of the NWESD 189 who are injured on the job may be entitled to disability compensation (time loss) payments from the industrial insurance. Within five (5) days of incurring an industrial accident, the employee, or employee's representative if the employee is physically incapacitated, will complete the *Request for Insurance and Sick Leave Payments* form (Form 6530-F1) and submit it to the Payroll/Personnel Administrator. Upon approval, by the Superintendent, it will be processed by the payroll staff. The options available to the employee are:

- 1) State Industrial Insurance Only. The employee requests an unpaid leave of absence and receives state industrial disability payments only. The employee receives no pay from NWESD 189 for this time away from work. Pursuant to statute, industrial insurance payments begin after the employee has missed three (3) days beyond the day of injury. If the employee misses fourteen (14) days, payments are retroactive to the day of injury or illness.

- 2) Combination Industrial Insurance and Paid Leave. The employee requests NWESD 189 pay him/her a chosen percentage of the regularly-received monthly pay up to the amount of paid leave accrued by the employee in addition to the disability compensation payments. The amount of payment from NWESD 189 and the number of paid hours to be deducted from the employee's available leave balance will be determined by the Payroll/Personnel Administrator to the closest fifteen (15) minute increment, pursuant to Policy 5401.

If the employee does not choose one (1) of the previous options in a timely manner for payroll processing, the NWESD 189 will implement Option 1.

Regardless of which option is taken, after all available leave is used by the employee the NWESD 189 will request a discretionary leave (Policy 5409) be considered for any employee retention with the NWESD 189. (Option 1 would be implemented).

Presented to Board 06/27/01

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