

## POLICY

It is the policy of the District to be in compliance with the Missouri Workers' Compensation Act. Injury Leaves of Absence (ILOAs) will also be provided to eligible employees to protect loss of regular income due to an injury or serious illness on the job.

## RESPONSIBILITIES

It is the responsibility of the **employee** to immediately report all on the job injuries or serious illnesses to the District Manager, Fire Chief, or fire officers.

It is the responsibility of the **District Manager, Fire Chief, or fire officers** to direct an injured or seriously ill employee to seek medical treatment if medical treatment is required.

It is the responsibility of the **employee** to seek said directed medical treatment and to provide medical reports of such treatment to the District Manager, Fire Chief, or fire officers.

If an employee has been injured or is seriously ill on the job, it is the responsibility of the **District Manager or Fire Chief** to inform the Personnel Officer of the injury or serious illness so that the Personnel Officer can process the necessary workers' compensation information within the statutory time frame.

The **District Manager** shall be the designated, single individual to be responsible for administering the District's workers' compensation insurance policies.

## PRACTICES

1. Employees injured or seriously ill on the job shall return to work with a preliminary medical report documenting the ability to perform the minimum bona fide occupational qualifications (BFOQs)
2. Employees injured or seriously ill on the job and are unable to perform the minimum BFOQs shall notify the District Manager Fire Chief, or fire officers and the employee shall send the preliminary medical report to the District Manager or Fire Chief.
3. The District Manager, upon approval from the insurer, may authorize an employee injured or seriously ill on the job to choose their own medical professional, hospital, medical facilities and/or services; otherwise, the insurer has the right to choose the medical professional, hospital, medical facilities and/or services for said employee.

ENTITLEMENT PRACTICES

1. Employees injured on the job or who have a job-related serious illness shall receive Workers' Compensation benefits in accordance with the provisions of the Missouri Workers' Compensation Act.
2. Employees injured on the job or who have a job-related serious illness shall be placed on ILOA and if paid, shall be compensated for regular scheduled work periods missed during the three (3) day workers' compensation waiting period to seek medical attention and short-term recovery.
3. If an employee is injured on the job or has a job-related serious illness and is rendered incapable of performing minimum BFOQs, the employee, if paid, shall be compensated for regular work missed, less any Workers' Compensation salary benefits.

Note: Workers' Compensation salary benefits will compensate said employee for the initial three (3) day waiting period if said employee is rendered incapable of performing normal work duties for more than fourteen (14) scheduled work periods.

4. After totaling ILOA pay and Workers' Compensation salary benefits, an employee shall not be compensated for more than their regular work missed.
5. ILOA pay will terminate on the date the employee is released to return to work by the physician, on the date the physician declares the injured or seriously ill employee totally and permanently is disabled, upon a settlement issued by Workers' Compensation, or on the completion of one hundred eighty (180) calendar days of ILOA, whichever occurs first.
6. Upon return from ILOA precipitated by an on-the-job injury or serious job-related illness, a release to return to work provided by the physician shall be sent to the Personnel Officer.
7. Employees shall, on a weekly basis and in written form with supporting medical documentation, be required to inform the District Manager or Fire Chief of their physical condition and anticipated date of return to work.
8. If an employee's medical bill is not paid or if the employee does not receive a disability check in a timely manner, the employee should contact the District Manager.

POLICY: **WORKERS' COMPENSATION/  
INJURY LEAVES OF ABSENCE**

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EFFECTIVE DATE: **06/08/21**

PAGE: **3 of 3**

RELATED POLICIES

Leaves of Absence 442  
Retirement and Disability 460  
Sick Excused Absence 466  
Injured or Ill Employees 702  
Infection Control 706

STATUTORY REFERENCE

Missouri Workers' Compensation Act

REVISION HISTORY

Revision Date	Author	Revision Details
June 8, 2021	Monte Olsen	Initial version