

Book: Luzerne Intermediate Unit # 18
Section: Administrative Employees
Title: Workers' Compensation
Code: 346
First Adopted: October 25, 2023



Authority

All workers' compensation claims shall be filed with the insurance company carrying the Intermediate Unit's workers' compensation policy, and claims shall be paid in accordance with the Workers' Compensation Act.

Guidelines

Employees shall receive full pay for the first fourteen (14) calendar days, which shall not be charged to sick leave.

When Workers' compensation benefits begin for work-related disability, employees shall receive a percentage of their salary from the insurance carrier as prescribed by the Workers' Compensation Act.

Employees may request in writing to receive the difference between their regular pay and the insurance benefit. The amount of this difference shall be charged to sick leave on a prorated basis after the first fourteen (14) calendar days of the disability.

When an employee receives dual compensation (insurance benefits and regular pay), the employee shall be required to return to the employer an amount equal to the insurance benefits. The difference between the insurance amount and the regular pay amount for the first fourteen (14) calendar days of disability shall not be charged to sick leave.

In the event that an employee is requesting worker's compensation days to be considered as a Special Sick Leave for purposes of purchasing credit from the Public School Employees' Retirement System (PSERS), a minimum of seventy-five (75) cumulative days must be accrued during a single contractual work year or seventy-five (75) consecutive days if they span two (2) contracted work years. To receive credit for Special Sick Leave, employee must have received at least one-half of his/her salary through Worker's Compensation or a school-sponsored insurance program. The employee must receive board approval for the Special Sick Leave prior to submitting the days to PSERS. LIU Board approval and reason for leave must appear in the board minutes. Not more than one (1) year of service may be purchased.

The recommendation of a Special Sick Leave to the LIU Board of Directors for approval is at the discretion of the Program Director and the Executive Director.

Must be requested within one (1) year of return to work.

Follow-up Treatment

If follow-up medical treatments are required, during normal working hours on days when the employee is working and the LIU 18 instructs the employee to get these treatments, the time spent in travel to and from, waiting for, and receiving the treatments would be hours worked. However, if the employee and the doctor arranged the follow-up medical treatments, but the LIU did not instruct the employee to receive the treatments, the time would not be hours worked, even if the LIU has granted him or her permission to take off from work for the doctor's appointment. Under these circumstances, the employee would be required to use his or her personal or sick time for these appointments.