
Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Workers' Compensation Leave

POLICY NUMBER: 3495

3495.1 If an employee is injured at work and is temporarily unable to perform his or her usual and customary work, the employee will be allowed to take an unpaid leave of absence while receiving workers' compensation benefits. Certification from a recognized medical professional confirming the necessity of the leave must be provided to Gold Mountain CSD within fourteen (14) days after the leave begins. The duration of the leave will be determined on a case-by-case basis, considering both the injured employee's medical condition and Gold Mountain CSD business needs.

3495.2 The employee may elect during such absence to apply sick leave on a prorated basis to such absence and receive compensation in an amount equal to the difference between compensation received as regular salary and the amount received as Workers' Compensation benefits, not to exceed the amount of available accrued sick leave. Similarly, the employee may elect to use any accrued paid leave time and accrued time off at the prorated basis after the sick leave is exhausted.

3495.3 The employee may return to work only after a recognized medical professional certifies that the employee can resume all the essential functions of the employee's position. Gold Mountain CSD may, in its discretion, provide modified or light duty work if the employee's release contains such limitation. If the employee has been released without limitation, the employee will be offered the same position he or she held previously, unless the job no longer exists or has been filled so that Gold Mountain CSD can operate safely and efficiently or the employment relationship has otherwise been terminated.

3495.4 Workers' compensation leave will run concurrently with any family and medical leave. During the period of leave, Gold Mountain CSD will continue payment of all premiums for employee benefit plans in place at the time the leave begins. Gold Mountain CSD will also continue the employer contribution for employee benefit premiums, as if the employee were not in leave status, for the duration of the leave. The employee must reimburse Gold Mountain CSD for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by Gold Mountain CSD within 30 days of the date of the invoice or written notification. If Gold Mountain CSD does not receive the reimbursement from the employee within 30 days, Gold Mountain CSD can cancel any policies and/or plans for which they have not been reimbursed.