

POLICY NAME:	610.02: Paid Absences Due to On-The-Job Injuries
EFFECTIVE:	April 10, 2019
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-1-18.1</i>
CROSS REFERENCE:	

1. System Presidents are authorized to approve payment of salaries and fringe benefits for the equivalent of up to ninety (90) working days for absences arising from on-the-job injuries to employees when the President has determined that an employee has been injured on the job and cannot return to work as a result of the injury. An on-the-job injury is defined as “any accident or injury to the employee occurring during the performance of duties or when directed or requested by the employer to be on the property of the employer which prevents the employee from working or returning to his or her job.”
2. Continuation of salary and fringe benefits for the appropriate number of working days shall be consistent with the employee's injury and the subsequent absence from work resulting from the injury. This policy shall apply to temporary disability of the employee as applicable to the on-the-job injury. In no event shall the salary and fringe benefits continuation provided by this policy exceed the equivalent of 90 working days.
3. The President/designee shall require medical certification from the employee's licensed healthcare provider that the employee was injured and cannot return to work as a result of the injury. The President/designee may, within his/her discretion, require a second opinion from another licensed healthcare provider at the expense of the institution. The President/designee may require a statement from the licensed healthcare provider that there is a reasonable expectation that the employee will be able to return to work and the time frame for such return.
4. Accrued leave shall not be deducted from the employee's account if absence from work results from an on-the-job injury, unless the absence exceeds the authorized amount granted under Section 1 and the employee requests such leave.
5. The President/designee shall inform in writing the employee who is injured on the job of the employee's rights to appear before the State Board of Adjustment and to claim unreimbursed medical expenses and costs through the State Board of Adjustment and shall inform the injured employee regarding applicable ACCS Board of Trustees policies. Such notification shall be made within thirty (30) calendar days of notice of the injury.
6. Eligibility for salary and benefits under this policy is contingent upon proper notification by the injured employee to the President within twenty-four (24) hours after the occurrence of the injury. In no event will this policy be utilized if notification is not made by the employee or the employee's representative within five (5) work days of the injury.
7. External contractors, consultants, work-study students, and interns are not employees for the purposes of this policy.