

Workers' Compensation Check List for Supervisor/Campus Nurse/Principal

When an Employee is injured:

- Employee must report any injury to campus nurse or supervisor
- Nurse/Supervisor gives employee the entire WC packet (can be found on Insurance Website)
- 2 forms that need to be filled out for all injuries by the injured employee and given to supervisor to return to Insurance w/in 24 hours:
 1. Elect Leave Benefits with Workers' Compensation
 2. Employee Acknowledgement of the Alliance Direct Program
- Nurse/Supervisor needs to complete the Employee Accident Report with information provided by the employee as to the injury
- Employee needs to let nurse/supervisor know if they are seeking medical treatment. The Employee Accident Report needs to specify at the top – under Type of Claim (Report only if not seeking medical treatment)
- If they do not seek medical treatment, make sure "Report Only" is checked, employee can go back to work
- Supervisor makes sure all forms are completed, signed and dated – and then emails or faxes them to Phyllis Klein. Fax is 940-369-4980, email pklein@dentonisd.org

If Employee does not seek medical treatment:

- Nurse/Supervisor sends all 3 forms mentioned above to Phyllis Klein/Insurance Department, via email or fax
- Employee can return to work

If Employee seeks medical treatment:

- They need to go to an Alliance Provider for treatment (list is in packet and on website)
- Once the employee seeks medical care – they **CANNOT** return to work until they have been released by the Insurance Department
- The employee will have to provide the Insurance Dept. with a Work Status Report from their treating physician
- If there have been restrictions placed on their return to work, Phyllis Klein will email that employee's supervisor/principal to ask if they can accommodate the restrictions. If they can be accommodated, Phyllis will complete a Return to Work form for the employee and email it to the employee and their supervisor
- Karen Almon will meet with Employee and Supervisor to complete a Bona Fide Offer of Employment letter
- The RTW will list the restrictions, if any, that were approved
- If the restrictions cannot be accommodated, then the employee cannot return to work until they have seen their doctor and had the restrictions lifted
- In either case, a RTW notice must be received by the supervisor before the employee can be back at work**

If Employee cannot return to work:

- They need to keep in contact with supervisor about upcoming appointments with doctor and provide updated Work Status reports after each doctor's visit
- When turning in their time for days they missed – their paid leave cannot be used unless they indicated that is what they wanted to do on the Elect Leave Use form
- When they call in to say they won't be at work – they need to be asked if it's due to the work related injury/illness. This information needs to be reported right away to Phyllis Klein/Insurance Department
- If they are off for more than 5 consecutive days – they will need to contact Phyllis Klein in the Insurance Department to apply for an approved leave; either FML or TDL. Workers' Compensation is not a leave

Family Medical Leave & Temporary Disability Leave

Family Medical Leave and Temporary Disability Leave are administered through the Denton ISD Insurance Department. All forms are accessible through the Insurance web page.

Should an employee miss more than 5 consecutive workdays, even if it's a work related injury, the Insurance Department must be notified and that employee will need to apply for the appropriate leave.

Family Medical Leave (FML)

To qualify for Family Medical Leave (FML) you must be a full time employee, worked for the district for a minimum of one year and worked 1,250 hours in the prior twelve (12) months.

FML allows twelve (12) work weeks / (60 work days) of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth, and to bond with that child;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for an immediate family member (spouse, child, or parent – but not a parent “in-law” or sibling) who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty”

Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

Temporary Disability Leave (TDL)

Any full-time employee shall be eligible for Temporary Disability leave even if they have exhausted FML or do not qualify for FML. The maximum length of TDL shall not exceed 180 calendar days. Temporary Disability can only be requested for the employee’s own serious medical condition (pregnancy included).

➤ **Requesting Leave**

To apply for either FML or TDL, the employee needs to print off the appropriate leave packet from the Insurance webpage and follow all application directions. The requested paperwork should be sent to the Insurance Department via email or fax to 940-369-4980. This should be done as soon as it is known leave is needed, preferably 30 days in advance.

➤ **Return to Work**

When an employee is ready to return to work, it is the employee’s responsibility to deliver the medical release form to the Insurance Department. This form must be signed by the doctor stating the return to work date and if there are any restrictions. The Insurance Department will review and determine if the employee is eligible to return to work. If it is determined they can return to work, the employee will be emailed a **Return to Work Notice**. A copy will be emailed to the supervisor and the payroll department. **All employees must report to the Insurance Department and receive a *Return to Work Notice* prior to returning to his/her campus or department.**