

RAYMOND SCHOOL DISTRICT POLICY - GBJB

WORKERS' COMPENSATION/OPTIONAL USE OF ACCRUED LEAVE POLICY

The purpose of this policy is to put into writing the Raymond School District's procedures for the optional use of accrued leave by employees with pending workers' compensation claims.

1. Employees may use three (3) days of accrued leave, if available, so that the employees can be paid during the three (3) day waiting period per the Department of Labor RSA 281-A:22, while the claim is pending approval. Employees who use accrued leave days during the waiting period are required to reimburse the District for the days if the workers' compensation insurance carrier pays the employees for those days. After the District receives reimbursement from the employee through payroll deductions, the District shall restore the leave time to the employee.
2. Employees who receive workers' compensation benefits of 60% of their gross pay are not permitted to supplement their workers' compensation benefits with accrued sick and/or personal leave to bring the employee's gross earnings to 100%.
3. Employees who are waiting for a worker's compensation eligibility determination and/or workers' compensation payments have the option to use accrued sick and/or personal leave. Employees shall sign a Workers' Compensation Use of Accrued Leave and Repayment Agreement and agree to all criteria on this form to request the use of accrued leave under this Policy. If the employees subsequently receive payment from the workers' compensation carrier for those days, the employees shall reimburse the District for any leave paid to the employees for those days through payroll deductions. After the District receives reimbursement from the employees, the District shall restore the leave time to the employees.

Adopted: December 18, 2019