

## **RAYMOND SCHOOL DISTRICT POLICY - GBJB**

### **WORKERS' COMPENSATION/ACCRUED LEAVE POLICY**

#### **DRAFT**

#### **Proposed new policy first reading December 4, 2019**

The purpose of this policy is to put into writing the Raymond School District's current procedures for the use of accrued leave by employees with 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 in RSA 281-A:22. Employees who use accrued leave days during the waiting period are required to reimburse the District for the days if the workers' compensation carrier pays the employees for these days. After the District receives reimbursement from the employees, the District shall restore the leave time to the employees.
2. Employees who receive workers' compensation benefits 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 may use accrued sick and/or personal leave. 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. After the District receives reimbursement from the employees, the District shall restore the leave time to the employees.
4. Employees shall sign a Workers' Compensation Use of Accrued Leave and Repayment Agreement to request the use of accrued leave under this policy.

Proposed New Policy First Reading: December 4, 2019