

Administrative Procedure

Alachua County, Florida

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 7-5

Effective: 8/1/2018

Revision No.: 1

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Workers' Compensation Leave

SCOPE: This policy applies to all employees of the Board of County Commissioners, as defined by Fla. Stat. Chapter 440.

PROVISIONS:

1. **General Rule-** Should an employee sustain a job-related injury, the employee will be entitled to Workers' Compensation benefits in accordance with the laws of the State of Florida.
 - a. An employee may utilize available sick or vacation leave credits to supplement statutory Workers' Compensation payments.
 - b. In no instance shall this combination exceed 100% of the employee's regular base rate.

2. **Health Insurance -** The County will continue to fund the employer's portion of group health and life insurance premiums for the duration the employee is covered under worker compensation.
 - a. These contributions will continue even if an employee exhausts all accrued leave or elects not to supplement the Workers' Compensation benefits with accrued leave.
 - b. If an employee voluntarily fails to return from Workers' Compensation leave, the County may recover the premiums paid on the employee's behalf during the unpaid leave period.

3. **Benefit Accruals.**
 - a. All accruals toward vacation, and sick leave shall continue while an employee utilizes leave to remain in a full pay status, as defined by the Leaves of Absence procedures.

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- b. Exhaustion of accrued leave or election not to use sick leave to supplement Workers' Compensation benefits shall cause accruals to cease.

4. Workers' Compensation Medical Leave.

- a. Full time employees shall be allowed to use up to 15 Hours per pay period of Workers' Compensation Administrative Leave. Part time employees will receive a pro-rated amount based upon regular hours worked.
 - i. These leave hours will only be used to cover the time spent at authorized Workers' Compensation related medical appointments (doctor appointments, imaging and physical therapy) and travel time to and from your designated worksite.
 - 1. Time spend picking up prescriptions or medical equipment cannot be charged against appointment leave.
 - ii. These appointments must occur during the employee's regular work hours in order to utilize the leave hours.
 - iii. Time spent at the appointment outside regular work hours will not be charged against the 15 hours and cannot put an employee into an overtime status.
 - iv. Employees will not be able to accrue these hours.

County Manager

County Attorney