

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.

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Worker's Compensation Leave

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

PROVISIONS:

1. General Rule.

- a. 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.
 - i. An employee may utilize available sick or vacation leave credits to supplement statutory Workers' Compensation payments.
 - ii. In no instance shall this combination exceed 100% of the employee's regular base rate.

2. Health Insurance.

- a. 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.
 - i. These contributions will continue even if an employee exhausts all accrued leave or elects not to supplement the Workers' Compensation benefits with accrued leave.
 - ii. 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.

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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 policies.
 - i. 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. Each County employee shall be allowed to use up to 15 Hours per pay period of Workers' Compensation Administrative Leave.
 - i. These leave hours will only be used to cover the time spent at authorized Workers' Compensation related medical appointments.
 - ii. These appointments must occur during the employee's regular work hours.
 - iii. Employees will not be able to accrue these hours.

County Manager

County Attorney