

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

**SUBJECT: WORKER'S COMPENSATION POLICY
 (WORK-RELATED INJURY/ILLNESS)**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: SEPTEMBER 13, 1983, REVISED DECEMBER 28, 2001

POLICY NUMBER: 36

When a County employee is injured or becomes ill, and such injury or illness is the result of legitimate work activity, the employee must notify his/her supervisor and file within twenty-four (24) hours of the accident or incident a claim for Worker's Compensation.

The Personnel Department must be notified by the employee or his/her supervisor within 24-hours of the accident or incident. For any accidents or incidents occurring on the weekend, the Personnel Department must be notified no later than the first workday following such accident/incident.

If the employee is in need of medical care resulting from the injury, the employee must seek initial treatment from one of the health care providers designated by the County.

WORKER'S COMPENSATION PAY

Any permanent-status employee who sustains a work-related injury as a result of which he/she is disabled if so determined by a decision issued under the operation of the Worker's Compensation program, shall be paid the difference between the monies to which he/she may be entitled under Worker's Compensation, Social Security, or other applicable disability benefits and his/her full salary for a period of one (1) year, or for the duration of his/her disability, whichever is less. The employee will be paid a supplement to worker's compensation of full pay reduced by an amount that yields a net pay, including worker's compensation and social security disability benefits, that is equal to the employee's net pay immediately prior to the injury. Net pay prior to injury is defined as gross base pay minus federal, state, and local withholding, unemployment compensation tax, Social Security and retirement contributions.

After the one-year (260 workdays) the employee's worker compensation pay will be limited to the two-thirds ($\frac{2}{3}$) that the insurance carrier will pay for as long as Pennsylvania's law stipulates.

POLICY NUMBER: 36

QUALIFYING FOR PAY

Worker's Compensation pay from the worker's compensation carrier is not payable for the first 7 days of disability unless the disability lasts 14 days or more. However, compensation from the worker's compensation carrier is payable after the 7th day of disability if such disability is more than 7 days but less than 14 days. During the initial seven-day period, an employee may use his/her unused sick, personal, or vacation days.

LEAVE BENEFITS

Employees shall not accrue any sick leave or holiday entitlements throughout the duration of any work-related disability, and upon return to work, their entitlements shall be proportionately reduced. Vacation days may be earned to a maximum of one half (½) the normal entitlement during any one disability for a maximum of ten (10) days.