



ELECTRIC WATER SEWER STORMWATER

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POLICY:	Workers' Compensation/ Use of Sick Leave	DEPARTMENT:	All
APPROVED:	_____	REVIEWED / REVISED:	_____

Guidelines:

Workers' Compensation Insurance - The Hannibal Board of Public Works (HBPW) provides Workers' Compensation Insurance coverage for its Employees through MIRMA. This coverage provides medical care and compensates Employees for extended absences from work due to a duty-related injury or illness. Benefit amounts, terms and conditions are established by State of Missouri Regulations for Workers' Compensation Insurance. The HBPW is required to notify the insurance authority of all potential Workers' Compensation Insurance claims, however, the settlement of the claim is expressly between the Employee and the Workers' Compensation Insurance provider. Although the HBPW purchases the coverage, the HBPW does not administer the insurance coverage.

The terms and conditions of Workers' Compensation Insurance may change from time to time; however, certain basic elements of the present coverage are as follows:

1. Workers' Compensation disability payments are not paid for an illness or injury which involves absences from work of three (3) working days or less;
2. For illness or injury which involves an absence of more than three (3) working days but less than fourteen (14) workings days, coverage will not include the first three (3) days of absence;
3. For illness or injury which involves an absence that exceeds fourteen (14) working days, the coverage will become retroactive to include the first three (3) days of the absence, and;
4. Payments by Workers' Compensation Insurance are not reportable income.

Any Employee involved in a Workers' Compensation Insurance claim should thoroughly investigate all aspects of this benefit, and secure independent advice, as appropriate.

An eligible Employee under this Policy will be allowed to claim 2 (two) hours of accrued sick leave for each full day he/she receives a Workers' Compensation Insurance Benefit payment. There shall be no prorating of days under the policy. The eligible Employee shall be required to submit a time slip. Payments of sick leave benefits shall be based upon the Employee's base wage rate with checks to be issued bi-weekly in accordance with standard HBPW payroll schedules. The use of the above-stated sick leave is intended to cover Employee deductions for health insurance and other payroll deductions.

Employees shall be eligible under the policy, provided:

1. They have accrued sick leave hours available.
2. The Employee is a regular employee.
3. The Employee receives Workers' Compensation Insurance benefit payments, and;
4. The injury occurred while performing HBPW job duties.

In those circumstances, where the Employee's attending physician provides a written statement confirming the duty-related illness/injury to be minor in nature, requiring less than fourteen (14) days of absence before returning to work, the Employee may use his accumulated sick leave to cover the first three (3) working days of such absence.

If an Employee uses sick leave benefits to cover an absence, which is subsequently covered by his Workers' Compensation Insurance benefit, whether intentional or unintentional, the Employee shall be required to restore the improperly used sick leave hours.

Workers' Compensation Insurance claims, benefits, payments, and/or settlements shall solely be a matter between the Employee and the Workers' Compensation Insurance provider. The HBPW shall not be involved in disputes regarding determinations by the Workers Compensation Insurance provider.

Information regarding Workers' Compensation Insurance may be obtained from the General Manager's Office or Personnel Administrator.

Originated / Revised History

Originated – 03/08/00

Revision 1 – 11/18/09

Revision 2 – 11/18/09