

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.21

PHYSICAL INJURY LEAVE

Physical injury leave (at no loss of pay) will be available to all management employees of the Trumbull County Board of DD, subject to the following provisions:

1. An employee who is required to be absent due to a documented physical injury incident which results from a spontaneous or premeditated student/adult action directed at an employee or group of employees during employment hours, or when providing voluntary services at a Board approved activity or event, on or off program grounds, shall be eligible to receive physical injury leave.
2. A request for physical injury leave shall be made which shall include the following information:
 - a. The nature of the injury.
 - b. The date, time and place of the occurrence.
 - c. Identification of the individual or individuals causing the injury (if known).
 - d. Facts and circumstances surrounding the injury.
 - e. A certificate from a licensed physician describing the nature of the physical disability and its probable duration.
3. The form shall be returned to the appropriate Supervisor's office on the day of the injury or as soon after the occurrence as is possible. No physical injury leave may be approved prior to receipt of the written, completed application form, and the required medical documentation.
4. The employee, if requested by the Superintendent, shall consent to an examination at the expense of the employer by an employer-designated physician at a reasonable time and place.
5. The affected employee shall agree to cooperate fully in pursuing any legal or police action by the employer on behalf of the employee and/or the employer.
6. Physical injury leave will be limited to a maximum of ten (10) working days, as warranted, per injury, and shall not be chargeable to sick leave or personal leave.
7. If upon the exhaustion of the allowed physical injury leave days, the individual is unable to perform his/her duties and the employee has elected not to apply for Worker's Compensation benefits, he/she may apply for sick leave, disability leave, or disability separation.

An employee on physical injury leave shall make every effort to schedule follow-up treatment after working hours, but if unable to, any follow-up treatment necessitated as a result of the injury for which time off is not covered by Worker's

Compensation shall be paid by physical injury leave. Such leave shall not exceed the ten (10) day limit provided in Section 6 of this policy.

Adopted: 6/24/85
Revised: 10/25/93
5/26/98
Updated: 7/24/2012