**KWORCC Policies for Counties**

**Paid Injury Leave Policy**

**Explanation:**

When a county employee is injured on the job, it is important to the county and the injured employee for that employee to return to work as soon as possible.

However, there may be additional required medical appointments for the injured employee to attend, and these appointments usually are scheduled during working hours. Insurance providers like KWORCC do not make indemnity payments once a worker has returned to work.

**Therefore, KWORCC recommends that each Member adopt the following policy:**

It shall be the policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to provide **Paid Injury Leave** for employees who have sustained compensable, on-the-job injuries to attend health care appointments required as a part of treatment for these injuries. This policy will clarify a benefit for injured employees that is consistent and recognizes the potential income loss for health-care appointments. This policy includes the following:

1. The injured worker must have the health-care provider sign an injury leave form indicating the injured worker attended a medical appointment related to their workers compensation claim.
2. The injured worker must notify his or her supervisor of the appointment as soon as possible after it has been scheduled.
3. If both of these conditions are met, KWORCC recommends the county provide a minimum of three (3) hours of paid injury leave each month for local health-care appointments and a maximum of ten (10) hours paid injury leave each month for out-of-town appointments. If additional time is required for a medical appointment, the employee will have permission to use sick leave, or their vacation leave.