

POLICY 715 INJURIES/ILLNESSES

1. Purpose.
 - 1.1 To promote and ensure the safe return of injured/ill employees back into the work environment.
2. Non-Work Related Injuries/Illnesses
 - 2.1 Medical slips obtained from the medical practitioner who treated the employee meet the requirements for situations discussed below.
 - 2.2 A supervisor/department head may require verification of illness.
 - 2.3 A doctor's statement is required when.
 - 2.3.1 An employee is absent five or more days due to illness
 - 2.3.2 The absence is due to an injury, surgery, a serious illness, or medical condition.
 - 2.3.3 The employee returns with a cast, sling, crutches, or other restrictions, such as lifting or walking.
 - 2.3.4 Work restrictions must receive prior approval from the director before returning to work.
 - 2.4 Eau Claire County does not have a "company doctor" and does not require employees to be cleared by a particular health care facility. However, the County does reserve the right to refer an employee to a management-selected facility or practitioner to make a fitness- for-duty evaluation when the department head and director determine that such an evaluation is appropriate.
3. Work-Related Injuries/Illness
 - 3.1 Report any accident information, hazard, or concern about workplace safety as soon as possible to the Safety Coordinator, Safety Committee, or Human Resources staff.
 - 3.2 Employees who suffer injuries or are involved in an accident on the job must immediately report the accident or injury verbally to their supervisor as soon as is physically possible after the occurrence.

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Revised Date: April 13, 2018

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- 3.2.1 Within one working day of the accident or injury, employees must complete and submit the Employee Report of Injury Incident Form.
- 3.2.2 Injured employees must keep their supervisor and the Workers Compensation Coordinator informed of the injury status.
 - 3.2.2.1 The injured employee must make contact with the supervisor and Workers Compensation coordinator at least once every seven (7) lost workdays.
 - 3.2.2.2 The injured employee must inform their supervisor and the Workers Compensation Coordinator of future medical appointments within 24 hours of the injured employee learning of the appointment(s).
 - 3.2.2.3 The injured employee must inform their supervisor or the Workers Compensation Coordinator of the results of the medical appointments, such as the return to work form, within 24 hours after the appointment.
- 3.3 Employees must submit only Workers Compensation claims pertaining to employment at Eau Claire County.
 - 3.3.1 Inappropriate and fraudulent claims will be denied. Information related to fraudulent claims will be forwarded to the District Attorney for appropriate action and Human Resources for appropriate discipline, which may lead to termination.
- 3.4 In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits procedures.
- 4. Prescribed Medications
 - 4.1 Employees are required to inform their supervisors about any prescribed medications, which may affect ability to perform job duties safely **before** beginning work.
- 5. Family Medical Leave

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5.1 Contact Human Resources to determine whether an absence due to injury or illness is covered by the Family Medical Leave Act (FMLA).

5.1.1 An approved leave of absence is required for all periods of absence exceeding seven consecutive calendar days.

6. Appendices.

6.1 Employee Report of Injury Incident Form (Appendix 715 A)