

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 3.22

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DATE 09/27/12

SUBJECT: Leave for Medical Treatment of Work Injuries and Illnesses

APPROVED:

Valencia D. Seitz, eq

OBJECTIVE: To better coordinate medical care of injured or ill workers and to encourage maximum participation in medical treatments and rehabilitation of employees suffering injury or illness at work, so as to facilitate the earliest possible return to full duty.

STATEMENT: This policy provides for medical treatment of employees, who have been injured or become ill at work from work-related causes during scheduled work time, with no loss of sick or vacation time. New Castle County wishes to encourage employee participation in timely and effective medical treatment of work-related injuries or illnesses so as to return workers to full duty in the workforce and full and productive health in their lives as soon as possible after injury or illness. This policy reaffirms the County's overall commitment to full health and wellness of its employees, so as to increase their productivity and success on the job and fulfillment in their lives away from work, and support employee efforts to return to full duty after a work injury. Employees may choose to treat work-related injuries or illnesses in a manner outside of this policy; their medical providers shall, nonetheless, receive payment for such treatment when payable in accordance with State law.

PROCEDURES:

1. Employees who attend authorized medical treatment for work-related injuries or illnesses may do so on work time during their normal shifts, with reasonable time allowed to get to and from the facility.
2. This policy is to be coordinated with Personnel Policy 3.21, which requires that physical therapy treatments be performed at the designated County facility in order to have the time recorded as Leave for Injury or Illness (LII).
3. Time away from work for authorized medical treatments may only be taken with advance approval by the employee's department as workload and timing permit, and after reasonable advance notice by written request.

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DEFINITIONS:

1. "Authorized Medical Treatment" is defined as that which is in accordance with, and limited by, the State of Delaware Department of Labor Health Care Practice Guidelines for treatment of workers compensation injuries (the "Guidelines"), where applicable, and as provided, upon referral by, or otherwise approved by the County-contracted provider of employment-related medical services ("County Medical").
2. "Work-related injuries or illnesses" shall be those determined by Risk Management to be accepted as compensable in accordance with the workers compensation laws of the State of Delaware, subject to review by the Industrial Accident Board.

REQUIRED ACTIONS:

1. Employees suffering work-related injuries or illnesses ("injured workers") shall have their medical condition evaluated at County Medical as soon as possible after an injury or illness.
2. County Medical shall develop an optimal treatment plan (the "Treatment Plan") for each injured worker.
3. Injured workers must follow the Treatment Plan developed by County Medical in order to avail themselves of the benefits of this policy.
4. Employees desiring to avail themselves of authorized medical treatment during work time shall provide the department medical liaison with a written appointment verification with the medical provider, or prescription or referral form for medical services with providers other than physicians, and request department approval at least four (4) working days in advance.
5. Departments shall consider the request for time away from work for medical appointments in light of pending work requiring the employee's participation, the deadline for accomplishing needed tasks, and other operational factors the department may establish.

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6. If approved, the employee will be responsible to arrange for transportation promptly to the location and back to work.
7. Department timekeepers shall code any time away from work to attend authorized medical treatment related to accepted work injuries or illnesses as Leave for Illness or Injury (LII).
8. Determinations of whether proposed or completed treatment is authorized medical treatment shall be made by Risk Management and/or the County's Third Party Administrator, subject to review in accordance with State and County laws and regulations, and County Policies, as applicable.

Established: 9/27/12