

## **WORKERS COMPENSATION**

If an employee is injured on the job, Temple College, through its Worker Compensation Program, pays all authorized hospital, nursing, and physician's fees. In addition, if the physician concludes that the injury is severe enough to keep the employee from returning to work that day, the day will be considered a paid leave. The employee will not be charged for annual leave or sick leave for that day only.

Benefits are paid for work time lost if the attending physician certifies an employee is unable to work because of an on-the-job injury. Compensation does not amount to full wage. It is figured using a percentage of daily wages based on a formula set by the Texas Worker's Compensation Law which is subject to change. Check with the Vice President, Administrative Services for current Worker's Compensation coverage rates.

Reasonable time for visits to the doctor is chargeable to sick leave. If the attending physician reports that it is necessary to lose more than a full day, an employee may:

1. Use sick leave and/or vacation time to remain on the payroll; or
2. Be placed on Leave without Pay and receive worker's compensation benefits after a seven-day waiting period.

It is imperative that any injury on the job be promptly reported to the immediate supervisor who should in turn report it to the Vice President, Administrative Services.

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