Louisiana Housing Corporation

LOUISIANA HOUSING CORPORATION		POLICY NO. 16	
SUBJECT: WORKERS' COMPENSATION/ TRANSITIONAL RETURN TO WORK			
Review Dates:	7/2012; 01/2019		
Approval:	Kevin Brady	Date:	2/12/19
Approval:	E. Keith Cunningham	Date:	02/14/2019

SUMMARY OF CHANGES		
Date	Author	Change Description
01/19	K. Brady	• Changes in grammar and punctuation. • Changes in format to standardize policy template. • Incorporated Policy 32: Early Return To Work • Added the State of Louisiana Office of Risk Management Transitional Return to Work Plan for State Agencies as an addendum to the policy • Added information concerning Workers' Compensation Medical Costs • Added information to Supervisor and Employee responsibilities

I. Policy.

It is the policy of the Louisiana Housing Corporation (LHC) that any injury which occurs during the course of a work day or is in anyway a result of the performance of an employee's job duties must be reported to the employee's supervisor within twenty-four hours. Supervisors should immediately file a written report of the incident with the Office of Risk Management (ORM) through Facilities Operations. Workers' Compensation pays medical expenses for job-related injuries. Should an employee be out of work due to an occupational medical condition for thirty (30) days or greater, then the Corporation will consider all available options for returning employees, including temporary detail, to a modified duty assignment.

The requirement for Transitional Return to Work is pursuant to LA R.S. 39:1547.

II. Applicability.

This policy shall be applicable to all employees of the Louisiana Housing Corporation.

III. Workers Compensation.

1. Medical Costs.
   a. To qualify to receive Workers' Compensation medical costs, the employee must complete the required ORM paperwork. If drug testing is required, then the results must be received prior to receiving Workers' Compensation benefits.

   b. In cases where medical expenses need to be reimbursed, the employee must present all claim documentation to the ORM and/ or the state's Workers' Compensation provider.

   c. After seeking initial treatment, all communication concerning Workers' Compensation is conducted between the employee and the ORM and/or the state's Workers' Compensation provider.

2. Leave.
   When an employee is absent from work due to disabilities for which they are entitled to worker's compensation, the employee:

a. shall, to the extent of the amount accrued to their credit, be granted sick leave not to exceed the amount necessary to receive total payments for leave and worker's compensation equal to their regular salary;
b. may, to the extent of the amount accrued to their credit, be granted annual leave or a combination of annual and sick leave not to exceed the amount necessary to receive total payments for leave and worker's compensation equal to their regular salary; and/or

c. may be granted leave without pay.

IV. Transitional Return to Work.

1. Procedure.
   a. Once an employee has been absent from work for thirty days due to a job related injury or illness, they are required to obtain and produce from a certified health care provider, a fitness for duty certificate which identifies any restrictions or limitations which prevent them from returning to full duty.

      Fitness for duty information is to be provided directly to the employee's supervisor. Re-certification will be required periodically thereafter, as required by the Appointing Authority.

   b. Human Resources will coordinate efforts with the employee, the employee's physician, ORM, supervisory personnel, and the Department of State Civil Service to facilitate the employee's return to their regular position, with or without modification, or to an alternative duty position.

   c. All final decisions regarding transitional return to duty will be made by the Appointing Authority.

   d. Although every effort will be made to return an employee to duty as early as medically permissible, the Corporation cannot guarantee alternative placement or the availability of a modified duty assignment.

2. Plan.
   The LHC follows the State of Louisiana Office of Risk Management Transitional Return to Work Plan for State Agencies. This plan is attached as an appendix to this policy.

V. Responsibility.

A. Supervisors are responsible for:

1. Holding accountable the persons under their supervision for adhering to all aspects of this policy.

2. Submitting written reports to ORM documenting employees' injuries through Facilities Operations.

3. Assuring that each employee under their supervision, current and new:

   - is made aware of this policy and its contents as well as any forthcoming revisions;
   - is informed that they must abide by the terms of the policy as a condition of employment; and
   - is informed of the consequences of violation of this policy.

4. Providing for formal review of this policy with all employees on a cyclical basis.

5. Dealing with violations and grievances in a fair and consistent manner.

B. Employees are responsible for:

1. Reporting injuries to their supervisors in compliance with this policy;

2. Submitting to a post-accident drug test if required; and

3. Providing medical documentation to ORM and/or the state's Workers' Compensation provider in a timely manner.

VII. Questions.

Questions should be directed to Human Resources.

VIII. Violations.

Employees found to have filed bogus Workers' Compensation claims, refuse to participate in post-accident drug testing, reporting misinformation concerning injuries, or violating this policy in any other way may be subject to disciplinary action, up to and including termination.