

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7340.4 Industrial Accident or Illness Leave

An industrial accident or illness is defined as one where the manager or confidential employee becomes ill or is injured while serving the district, and the accident or illness is appropriately reported to the district.

Industrial accident or illness leave shall commence on the first day of absence. Allowable leave shall not be accumulated from year to year. When an industrial accident or illness occurs at a time when the allowable leave will carry over into the next fiscal year, the employee shall be entitled to only the number of days of leave that remain from the original 60 day allocation.

Payment of salary lost on any day shall not, when added to an award granted the employee under the worker's compensation laws of this State, exceed the normal wage for the day. Industrial accident and illness leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under worker's compensation.

For academic administrators, the industrial accident or illness leave of absence shall be used in-lieu-of entitlement acquired under Education Code Section 87786. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave, accumulated vacation or other available leave when added to worker's compensation award shall not exceed the amount of the employee's full day's salary.

Periods of leave of absence, paid or unpaid, shall not be considered a break in service for the employee.

During all paid leaves of absence, the district shall reduce the gross salary warrant due the employee by the same amount of any worker's compensation check received by the employee.

The district shall issue the employee appropriate warrants for any payments of salary due over and above the worker's compensation benefit check and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this section.

When all available leaves of absence, paid or unpaid, have been exhausted and the employee is not medically able to resume the duties of their position and they are not placed in another comparable position, the employee will be placed on a reemployment list for a period of 39 months. When a vacant position in the class of the employee's previous classification occurs, the employee shall be offered a position over all other available candidates except those on a reemployment list that was established because of lack of work or lack of funds. The district shall require certification by the attending physician that the employee is medically able to return

to work and perform the duties of their position. An employee who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.

Management employees should immediately report an industrial accident or illness to the Risk Management Office and follow all required procedures for the processing of claims.

Responsible Manager: Vice Chancellor, Human Resources

Revised: April 27, 2009

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