



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 309: INJURY LEAVE

A. General Provisions

1. The City of Kettering provides State of Ohio Workers' Compensation Insurance coverage for all City employees as the basic protection against loss of income and/or medical expenses resulting from job-related injuries.
2. Where appropriate, paid Injury Leave and Sick Leave are provided by the City of Kettering for regular full-time and regular part-time employees to be utilized for job related injuries.
3. It is the responsibility of the Department Director to initiate injury reports for all employees, as well as requests for Injury Leave for regular full-time and regular part-time employees necessary for an employee's treatment and recovery for that period of time immediate to the job-incurred injury. The Department Director is authorized to grant up to ten (10) working days Injury Leave to regular full-time and regular part-time employees if the leave is immediate to the injury. Requests for more extensive Injury Leave, or Injury Leave not immediate to the incident, are to be made in writing to the Human Resource Director for approval.
4. The Human Resource Director is authorized to act on behalf of the City Manager in the approval of Injury Leave, as well as determining the position the City will take in all matters pertaining to Workers' Compensation.
5. Sick leave is available to regular full-time and regular part-time employees for periods of disability for which Injury Leave is not applicable. It is the City's position that the State of Ohio Bureau of Workers' Compensation should not provide temporary disability payment to an employee when an employee is utilizing Injury Leave or is authorized to use Sick Leave.
6. Prior to being granted Injury Leave, a regular full-time or regular part-time employee may be required to sign an agreement stipulating that the employee will return to the City any payment for lost wages received from Workers' Compensation while they are receiving compensation under the City's Injury Leave policy.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

12/20/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

12.22.22
Date

Jenny Smith
Jenny Smith
Human Resource Director