



## Worker's Compensation Policy

*Created 6/27/2017*

*Revised 7/25/2017*

Bullitt County Public Library provides a comprehensive worker's compensation insurance program at no cost to employees for the benefit of all employees. If an employee is injured while working at his or her job he or she may be entitled to worker's compensation benefits.

If the employee has a serious condition, he/she should proceed directly to the nearest emergency room or UrgentCare facility. Locations include:

- Medical Center Jewish South, 1903 West Hebron Lane, Shepherdsville, KY 40165
- Norton Immediate Care, 438 Adam Shepherd Pkwy, Suite 2, Shepherdsville 40165

When being admitted to the emergency care area the employee must tell the registrar that the treatment is to be billed as worker's compensation coverage from the Bullitt Count Public Library. The billing address for this coverage is:

Director, Bullitt County Public Library, P.O. Box 99, Shepherdsville, KY 40165

Employees experiencing non-life threatening injuries may seek medical attention from the physician of their choice.

Certain injuries are excluded from worker's compensation coverage (employee intoxication, self-inflicted injuries, failure to use safety appliances, committing a violation of work rules, failing to obey a reasonable written or printed safety rule, knowing failure to perform a statutory duty are examples of exclusions).

No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable the eligible employee to qualify for coverage as quickly as possible. An incident report form must be completed and submitted to the Library Director immediately.

While on worker's compensation disability, employee benefits shall accrue. Employee income received while on leave under this policy shall not exceed wages the employee would have normally received prior to worker's compensation disability.

During worker's compensation leave employees may be required to submit to periodic medical certifications on their serious health condition. Before returning to work, the employee shall provide a medical certification from a health care provider verifying that he/she may safely return to work. Restricted duty or modified duty will be handled on a case-by-case basis depending on the recommendations from the treating physician.

Worker's compensation leave is designated as Family and Medical Leave Act (FMLA) leave beginning with the first day of leave. All such leave time used counts against the employee's twelve (12) week FMLA entitlement.