

**Workers' Compensation, 2.11(a)**  
**Chapter 2: Personnel**

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**Purpose:**

It is the practice of Rhodes State College to provide a safe working environment, to make reasonable efforts to provide for the security of its employees, and to immediately follow the steps aligned in this procedure.

**I. Procedure:**

- a. At the time the work-related incident or accident occurs, the employee must immediately report the incident to his/her supervisor(s) and to Safety and Security. Unless extreme circumstances warrant differently, this notification must occur within 24 hours of an incident. This notification applies to all accidents and injuries that occur during the course and scope of employment as outlined in [Workers' Compensation Policy 2.11](#). If there is any question as to whether an accident or injury is work-related, contact Human Resources to discuss whether an incident report needs to be filed.
- b. Seek medical treatment immediately, if needed. In an emergency or life-threatening situation, employees should seek medical attention at the nearest medical facility. The medical facility will assist with the forms required by the [Ohio Bureau of Workers' Compensation \(BWC\)](#). The completed forms will begin the workers' compensation process with the State. If the forms are not completed when the employee is treated, then they must complete the forms as soon as possible with Human Resources.

**II. Leave Time:**

- a. The employee may elect to use his/her accumulated sick or vacation leave during an absence due to an on-the-job injury (if available). An employee should notify Human Resources of his/her intent to use or retain their paid leave.
- b. The employee may elect to use any type of time while on leave due to a work-related injury or illness. However, the BWC will not provide coverage for lost wages due to an allowed work-related injury for any period(s) when sick time is used. The BWC will provide compensation when vacation leave is used.
- c. Extended leave options will be administered in accordance with [Policy 6.7 Leave of Absence](#) and [Policy 6.7.1 Family and Medical Leave Act](#).

**Related Policies and Procedures:**

- [Workers' Compensation Policy 2.11](#)
- [Leave of Absence Policy 6.7](#)
- [Family and Medical Leave Act Policy 6.7.1](#)

**History:**

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	02/15/2022	Replaces Worker's Compensation Policy 5.4 BOT approved 5/16/1995

<b>Revised:</b>	MM/DD/YY	

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*