

**WORKERS' COMPENSATION POLICY**

The Board provides workers' compensation coverage for all employees as required by the Maine Workers' Compensation Act. It is the Board's policy that an employee shall notify their immediate supervisor within 48 hours of knowledge of a work related injury or condition by completing an Employee's Report of Injury form.

An employee becomes eligible for workers' compensation wage benefits following a compensable injury on the eighth day of lost time from work. Prior to reaching the eighth day, the employee may elect to receive available sick leave benefits. If the incapacity extends beyond fourteen days, workers' compensation benefits will become retroactive to the first day of incapacity. If such a condition occurs, the employee will reimburse the District for monies received from sick leave up to the amount received from workers' compensation lost time benefits and the employee's sick leave will be restored on a prorated basis. Thereafter, employees will not be eligible for workers' compensation lost-time benefits and sick leave for the same time periods.

Nothing in this policy shall be construed to impair or reduce benefits guaranteed to employees under the workers' compensation laws of the State of Maine, or applicable federal law.

Nothing in this policy shall be construed or applied to teaching staff covered by a negotiated contract in a way that reduces their vested contractual benefits.