

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		3-130
SECTION:	Risk Management	Industrial Leave
INITIAL ISSUE DATE:	August 18, 1992	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 1 of 2	

PURPOSE

To provide full wage or salary compensation for an employee who is absent from work as a result of an industrially related illness or injury where Section 4652 of the Labor Code is applicable. (This policy is also in the Personnel Rules as Section 13.3.)

POLICY

For an employee to receive industrial leave, he or she must apply for workers' compensation benefits and supply supportive medical evidence that there was an industrial injury or disease contracted in the course and scope of employment, which prevents the employee from performing his or her duties.

Such compensation shall be applied to wage loss for the date of injury and subsequent workdays lost during the thirty (30) days immediately following the date of injury. In no event shall compensation exceed 32 hours.

On the fourth consecutive calendar day following the date of injury or illness, provided the employee remains off work, temporary disability benefits will then be paid in accordance with Labor Code §4653.

Beginning with the date temporary disability benefits are applicable (Labor Code §4653) and every day of covered absence thereafter, in the following order, an employee's compensatory time off, sick leave, administrative leave, and vacation may be charged to assure that, when added to temporary disability benefits paid under workers' compensation, the employee will receive as near to but not exceeding his or her full salary or wage. The employee, at his or her option, may elect any order of application of compensatory time, sick leave, administrative leave, vacation, or none of the preceding benefits if he or she notifies Risk Management in writing within 14 days of the date of injury.

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PAGE NO:	Page 2 of 2	

RESPONSIBLE DEPARTMENTS

Support Services -- Risk Management
Auditor-Controller

REFERENCES

Administrative Update--07/13/2012
Board Policy Resolution No. 2001-10--8/14/01 (Amended)
Board Policy Resolution No. 95-4--3/14/95 (Amended)
Board Policy Resolution No. 92-4--8/18/92
Personnel Manual Section 1172 (repealed)
California Labor Code Section 4653