

ON THE JOB INJURY
REPORTING PROCEDURES
02/01/2012

The Colbert County Board of Education along with all public school systems in Alabama is exempt by state law from having worker's compensation coverage. The State Board of Adjustment was established to reimburse out-of-pocket expenses incurred as a result of an injury incurred while "on-the-job".

Claims must be filed with the State Board of Adjustment as soon as possible, but no later than one year after the "date of the injury".

As soon as the accident occurs, fill out the

- (1) **LEA INJURY REPORT FORM 1**
- (2) And, have the attending physician fill out the **LEA PHYSICIAN CERTIFICATION FORM 1**.

Send a copy of the completed forms to the Central Office where they will become a part of the personnel file of the injured employee.

Receipts or other "proof of personal expense", co-payments, or miscellaneous expenses should be kept and claim made for reimbursement using the State Board of Adjustment Forms that can be obtained from the Central Office.

Information needed for filing claims with the State Board of Adjustment:

- (1) **ON-THE-JOB INJURY REPORT FORM**
- (2) **PHYSICIAN CERTIFICATION FORM**
- (3) **STATE BOARD OF ADJUSTMENT CLAIM FORM**
- (4) **RECEIPTS FOR ALL OUT-OF-POCKET EXPENSES INCURRED**

I will be glad to assist in completing the claim form and mailing it to the Board of Adjustment.

Sick leave shall not be deducted from an employees' account and salary will be continued for a period of up to 90 working days, if the absence from work is documented as a result of an on-the-job injury.(GALBA, GALBAT)

Thanks,
Sandra Cash James