

TEMPORARY AND PERMANENT DISABILITY

Temporary illness and temporary incapacity are defined as illness or any other condition which causes an employee to be physically or mentally unfit to perform his/her duties resulting in an absence from his or her duties less than 90 school days during a given school year. During a period of temporary illness or incapacity, the employee may use accumulated sick leave benefits. However, income received from other sources (District-paid insurance programs such as Workers Compensation, etc.) will be deducted from the District's compensation liability to the employee. In no case will the employee, who is temporarily disabled, receive more than 100 percent of their gross salary during the period of leave.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes an employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may consider beginning dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the employee returned to work intermittently in order to avoid this paragraph's application.

Nothing in the policy shall be interpreted to override the right of the Board of move to dismissal of non-certified employees or employees who are not in contractual continued service during a period of temporary or permanent incapacity when appropriate available leave time has been exhausted. The status of certified employees in contractual continued service shall not be affected by absence caused by temporary illness or incapacity; however, employees in contractual continued service deemed permanently disabled pursuant to the policy may be terminated by the Board as noted in paragraph three above.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches if the examination is job-related and consistent with business necessity.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12102.  
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.  
Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).  
School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987).  
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ADMINISTRATIVE PROCEDURE FOR POLICY GCGC  
WORKERS COMPENSATION CLAIM

1. The Business Office, specifically the Payroll Department, will receive a completed on the job injury report (Form 45) for the employee injured which is filed by the school nurse or principal.
2. The Form 45 is faxed to the third party administrator processing claims for the School Employees Loss Fund (SELF) Pool. (Currently as of 2010-11 the third party administrator is Xchanging).
3. The Payroll Department will receive an email from Xchanging with the Report of Injury (ROI) number assigned to the injured employee.
4. The Payroll Department will call Xchanging to get the name of the adjuster assigned to the case.
5. All medical claim statements received by the Payroll Department are faxed over to Xchanging with the ROI number indicated on each claim form.
6. The Payroll Department will record the number of days absent due to the injury of the employee. The Payroll Department will dock 1/3 of a sick day for each day missed.
7. Xchanging requires that a Wage Statement be completed by the Payroll Department to verify employment date and earnings for the injured employee.
8. Xchanging will issue a check to the School District based on the wages reported on the Wage Statement. The checks issued by Xchanging will represent 2/3 of the employees per pay period earnings.
9. A copy of the check is made and kept in the Workers Compensation binder filed in the Business Office.
10. The check is processed for deposit to the School District's bank account.