



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Worker's Compensation
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Worker's Compensation

Any employee of NSCA who is injured within the scope and course of their employment shall be covered by workers' compensation insurance. In order to be eligible for these benefits, it is imperative that injured employees report the injury without delay to their immediate supervisor or the business manager. The employee must complete an employer's first report of injury with the Human Resources department. Please refer to the **Designated Medical Provider for Work Related Injury or Illness** referenced on staff bulletin boards.

The first three days (or 24 working hours) after an injury or an excused absence due to work related injury are not covered by workers' compensation. The first three days (24 working hours) may be paid with sick leave if the employee desires. If sick/personal leave is not used, then it will result in non-payment of wages for those days. The day of the injury will be counted as a full day worked. If the employee is absent fourteen calendar days or more, workers compensation may pay for time lost at the current WC rate. Lost time is the direct and immediate total time lost from the surgery, injury, medical event, or disability that presented itself for relief in accordance with Workers Compensation criteria. Lost time is not intended to include time used to attend follow-up medical care appointments.

Once an employee is in lost-time status as defined by Workers Compensation (above), any time previously paid with Staff Leave hours may be eligible for reimbursement by Workers Compensation payment. If the employee is reimbursed by Workers Compensation for Staff Leave already paid by NSCA, the employee can choose to pay NSCA for Staff Leave taken at the WC wage rate. NSCA will then replenish the employee's Staff Leave Balance for those hours. Any lost-time payments will be paid through workers compensation insurance. NSCA payroll payments will cease during workers compensation reimbursement.

Revision History

Date	Revision Details	Revised By
09/15/2018	Creation	Board, Executive Director
05/07/2025	Reviewed	Human Resources