

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Injuries on the Job
Policy #: 1001
Effective: April 2014
Revised: February 2024

INJURIES ON THE JOB

Employees who are injured in the course of performing their job for the service of the City shall be granted injury leave if the attending physician directs the Employee to refrain from working due to the particular nature and extent of the injury. The length of such leave will be determined by the attending physician, or the opinion of a second attending physician retained by the City, which leave shall not exceed a reasonable amount of time based on the injury and recommendation by the attending physician(s).

Employees injured on the job may choose their own attending physician or will be attended by a physician retained by the City if the Employee has no particular preference or is unable to make a decision. ~~The City of Richwood is self-insured for workers' compensation coverage through the Texas Municipal League Intergovernmental Risk Pool.~~ Any employee injured on the job will report the injury to their department head without any delay and will file a claim for workers' compensation benefits. Employees who fail to report an on-the-job injury will be subject to disciplinary action in accordance with the provisions of this manual.

The injured Employee will receive full pay from the City for the first twenty working days or 160 working hours following the time of the injury minus any amount of any Workman's Compensation benefits received by the Employee covering the first twenty working days.