

### General Personnel

#### General Personnel – Workers' Compensation

An employee injured on the job must immediately report the injury to his/her immediate supervisor.

Disabled employees who do not have any available sick leave during the period of disability will receive no compensation from the Cooperative. Disabled employees may collect wages from the Cooperative in one of the following ways, when and only if they have sick leave available during the period of disability:

1. Employees who are disabled less than four (4) working days will receive full pay from the Cooperative, and sick leave will be deducted from their accrued sick leave for each day equivalent to the number of days the employee was disabled.

NOTE: Workers' Compensation does not pay any salary benefits for absences of less than four (4) working days.

2. Employees who are disabled at least four (4) working days but less than fourteen (14) calendar days will receive from the Cooperative:
  - a. Full pay for the first three (3) disability days, and sick leave will be deducted from their accrued sick leave for each day, provided the employee has sufficient accumulated sick leave days; and
  - b. One-third (1/3) of their daily salary from the Cooperative for any working days missed between the third working day and the fourteenth calendar day.

Sick leave will be charged against the employee's accrued sick leave pursuant to the following schedule:

<u>Disability Day Number</u>	<u>Days of Sick Leave Charged</u>
4	1/3
5	1/3
6	1/3
7	1/3
8	1/3
9	1/3
10	1/3
11	1/3
12	1/3
13	1/3

NOTE: Workers' Compensation benefits include two-thirds (2/3) of an employee's daily salary for any disability days missed between the third working day and the fourteenth calendar day.

3. Employees who are disabled for more than 13 calendar days will receive one-third of their daily salary from the Cooperative for any working days missed from the first day of disability until the employee is no longer disabled or the employee runs out of sick leave. Sick leave will be charged pursuant to the following schedule:

<u>Disability Day Number</u>	<u>Days of Sick Leave Charged</u>
1	1/3
2	1/3
3	1/3
4	1/3
5	1/3
6	1/3
7	1/3
8	1/3
9	1/3
10	1/3
11	1/3
12	1/3
13	1/3

This progression of disability days and sick leave days charged continued until the employee has exhausted all sick leave, all personal days, all vacation days or is no longer disabled.

NOTE: Workers' Compensation benefits include two-thirds (2/3) of an employee's daily salary for the period of disability.

Exhaustion of Sick, Personal, and Vacation Time:

After all sick, personal, and vacation days are exhausted, the employee shall be paid by the Cooperative as an hourly employee with their payroll based on the hours worked in a two-week period. At this time, any future Workers' Compensation Benefits become the property of the employee.

Adopted April 24, 2007