

Title:	Administrative Time Off for Medical Treatment Due to Industrial Injury or Illness	
Purpose:	To establish procedures allowing administrative time off to employees receiving medical treatment for industrial injuries or illnesses.	
Issued by:	Industrial Safety and Workers' Compensation	Date: February 15, 2005
References:	CS Circular 940 (2-28-74)	

I. POLICY

Employees requiring medical treatment for industrial injuries or illnesses after returning to work shall be given administrative time off to receive this treatment.

II. PURPOSE

All employees suffering an industrial injury or illness shall be afforded timely and efficient medical treatment and workers' compensation benefits. The purpose of this policy is to help injured employees return to work as quickly as possible.

Employees may be encouraged to obtain medical treatment during non-working hours; however, unnecessary hardship should not be imposed on an employee under these conditions. Rather, administrative time off should be granted liberally to satisfy bona fide medical needs. This will enable employees who would otherwise be continuously absent from work on either industrial or sick leave to return to work with the assurance of receiving required medical treatment when necessary.

Departments may establish controls to prevent abuse of administrative time off under this policy. Controls should be reasonable and work to the mutual benefit of the department and the injured employee.