

NEISD Office of Risk Management and Safety

Administrative Procedure – Assault Leave Requests

- Employees will submit written requests for assault leave benefits to the NEISD Office of Worker's Compensation.
- Upon receipt of the request for assault leave, the Office of Risk Management confirms receipt of the request to the employee and will notify Human Resources and Payroll of assault leave benefits assignment.
- A file of supporting documentation is prepared by the Assistant Director of Risk Management for Worker's Compensation and will include:
 - DWC 1 – First Report of Injury
 - Employee Statement and Account of Incident
 - Statements of any witnesses to the incident
 - Video footage if available
 - DWC 73 – Employee Work Status – detailing Physician's medical evaluation and substantiating lost time status (placed off work).
- The completed file and request for Assault Leave will be reviewed by an Assault Leave Committee. The committee will consist of the following:
 - Director of Risk Management and Safety – **Committee Facilitator**
 - Director of Human Resources, Records and Compliance
 - Director of Nursing Services
- The committee will review the file information and make a determination to approve or deny the request and provide basis and rationale for the decision.
- The Committee Facilitator
 - will communicate the decision of the committee to the requesting employee
 - will communicate approvals to the District's Worker's Compensation TPA and Payroll to ensure continuation of benefit coordination.
 - will communicate denials to Human Resources and Payroll and coordinate any resulting charges to an employee's pay or accrued leave.
- The Assistant Director of Risk Management for Worker's Compensation will diary medical follow ups for employees who are approved for assault leave and provide Human Resources and Payroll personnel any status changes that may result in the extension or discontinuation of assault leave benefits.
- Denied requests can be appealed in writing to the Sr. Director of Risk Management, Benefits and Health Services for review of procedure and policy administration.