



On the Job Injury Lost Time Report

Board Policy 4161.11, 4261.11, 4361.11: Industrial Accident/Illness Leave (Workers' Compensation)

Board Policy 6502 specifies that an employee suffering from an industrial accident or illness who is required to receive medical treatment must, to the fullest extent possible, schedule an appointment with a medical provider outside of the employee's normal work day.

If an appointment cannot be made outside of the normal work day, this form must be completed, signed by the employee and the medical provider's office, and submitted to the employee's supervisor in order for the employee to utilize On the Job Injury paid time off instead of the employee's personal sick leave.

If an employee chooses not to use this form in accordance with Board Policy 4161.11, 4261.11, 4361.11 and schedules an appointment during the work day, the employee's leave and/or time away from work to receive medical treatment may be deducted from any sick leave or vacation balance.

EMPLOYEE PORTION

Employee Name _____

Employee ID Number _____ Date of Injury _____ Date of Service _____

Provider of Service _____

Location of Provider (Main cross streets) _____

Travel Time: Left Site _____ a.m./p.m. Arrived at appointment _____

Left appointment _____ a.m./p.m. Arrived at site _____

Employee Signature _____

PROVIDER PORTION

Time employee arrived for appointment _____ a.m./p.m.

Time employee left appointment _____ a.m./p.m.

Signature of Provider Office _____

Please Print Name _____