



Policy Number: IV.17
Policy Level: Operating Policy
Originally Issued: January 22, 2018
Reviewed: June 2, 2020
Reviewed: October 5, 2022
Reviewed: January 6, 2025
Revised: March 9, 2026
Policy Owner: President
Policy Implementation: Chief Human Resources Officer

On-The-Job Injuries

I. Policy Statement and Purpose

Athens State University strives to provide employees with a safe and healthy workplace. To support this effort, University employees are required to practice safe and healthy work habits. The purpose of this policy is to notify employees of the appropriate method to manage and report workplace injuries and the process for continuance of salary and benefits due to on-the-job injuries.

II. Definitions

Employee – includes all full-time and part-time faculty, administrators, staff, and student workers (while performing services for the University).

On-the-Job Injury - An on-the-job injury is any accident or injury to the employee arising out of and in the course of employment with the University; occurring during the performance of duties for the University; or occurring when directed or requested by the University to be on the property of the University. The term does not include a mental disorder or mental injury that has neither been produced nor proximately caused by some physical injury to the body.

III. Reporting On-The-Job Injuries

Immediate Oral Notification to Immediate Supervisor and Campus Security. All on-the-job injuries, regardless of severity, must be immediately orally reported to the employee's immediate supervisor and campus security, or as soon as possible thereafter, if emergency circumstances do not allow for immediate reporting. This immediate report is necessary to allow the University to employ/secure assistance (medical or otherwise), take actions to address any security concerns, investigate conditions related to the injury, or such other activities deemed reasonably necessary by the University. As soon as possible thereafter, security personnel will complete an incident report. When the employee is not clinically able to affect such notice, notification may be made by a representative of the employee. Said representative must be reasonably knowledgeable concerning the injury and the condition of the employee.



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Written Notification for Purposes of Benefits. The injured employee (or his/her representative) shall provide written notice of the injury to an immediate supervisor or the President within five (5) working days after the injury occurred (or if the employee is deceased or not clinically able to make notification, by another person who is reasonably knowledgeable, within thirty (30) days of the injury). Such written notice should be submitted to the Office of Human Resources and include a completed *On-the-Job Injury/Illness Incident Report*. Failure to provide timely notice to the immediate supervisor or the President may result in the denial of any benefits under this policy to the employee.

Within seven (7) calendar days of receiving such written notice, the President or the Chief Human Resources Officer shall inform, in writing, the employee who is injured on the job of the employee's rights through the State Board of Adjustment ([State Board of Adjustment](#)) to claim unreimbursed medical expenses and costs incurred by the employee as a result of an on-the-job-injury. Reimbursement to the employee shall be determined by the State Board of Adjustment's policies, rules, and regulations

IV. On-The-Job Injury Leave

Every employee shall automatically be allowed three (3) days of on-the-job injury paid leave when it reasonably appears that they are absent from work as a result of an on-the-job injury. On-the-job injury leave is paid leave.

In the event that an on-the-job injury reasonably results in an absence of work for more than three (3) days, then the University will consider whether to provide additional on-the-job injury leave to the employee. In order to seek such additional leave, the employee must provide the University with a licensed physician's certification, obtained at the employee's expense, as to the injury's severity, prognosis, and a determination of whether or not there is a reasonable expectation that the employee will be able to return to work.

The President (or his/her designee) may, within their discretion, require a second opinion from another licensed physician at the expense of the University.



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Using that information, the President (or her/his designee) shall determine whether there is clear and convincing evidence that the employee has been injured on the job and cannot return to work as a result. If so, then, as determined by the President (or her/his designee), the employee may be granted up to a maximum of ninety (90) working days of on-the-job injury leave, consistent with any medically necessary recovery period from the on-the-job injury. Sick leave shall not be deducted from the employee's account if the employee's absence from work is determined by the University to be a result of an on-the-job-injury. However, sick leave may be earned while the employee is out of service due to on-the-job injuries.

V. Responsibility for this Operating Policy

Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President remains the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every two years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

Responsibility for Policy Implementation

The President has assigned the responsibility of implementing this policy to the Chief Human Resources Officer.