

## **Unit Order: 2016-01 INDUSTRIAL INJURY APPOINTMENTS**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to clarify time allotted for Industrial Injury appointments.

### **SCOPE OF ORDER:**

This unit order applies to all Facilities Services Bureau (FSB) employees to ensure the proper use of authorized leave relating to Industrial Injury doctor and physical therapy appointments.

### **ORDER:**

The established policies and this directive pertains to the use of County time and the proper scheduling of time to visit the doctor or physical therapist. It is at the discretion of the Unit Commander to approve time off during the work day. Effective immediately, all doctor and physical therapy appointments related to an injury suffered in the course of duty will be limited to two (2) hours, taken at the beginning or at the end of the shift.

Once an employee's injury is declared permanent or stationary, or declared as having reached maximum medical improvement, leaves to attend appointments may be permitted but employees must utilize their own time. There are a few occasions where an employee is allowed a full day to attend appointments. These are for Agreed Medical Examiner (AME), Qualified Medical Examiner (QME), and LACERA medical evaluations due to the length of time it takes to conduct these evaluations.

### **EMPLOYEE RESPONSIBILITY:**

- Schedule all doctor and physical therapy appointments at the beginning or end of their scheduled shift. Two (2) hours at the beginning or at the end of the shift will be allotted on County time, additional time will be the responsibility of the employee.
- Employees are required to provide certification of attendance to their supervisor upon returning to work.
- It is not the responsibility of the Department to provide transportation to and from doctor's or physical therapy appointments. Employees are to track their mileage and submit for reimbursement.
- Employees are responsible for documenting their time used in MAXIMO for medical visits and physical therapy appointments. Employee shall indicate their reason for absence in the memo section of the labor entry field.

### **SUPERVISOR RESPONSIBILITY:**

- Supervisors are to ensure that staff are fully aware of this directive.
- It is the supervisor's responsibility to obtain copies of any and all doctor's notes or therapy sessions and submit to the FSB Return to Work Coordinator.
- Ensure that the time utilized for medical visits and physical therapy are properly documented in MAXIMO from the employee, upon their return to work.

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