

Policy and Procedure Guide

Subject: ACC Injury/Sick Leave	Date Effective: September 2011
	Review Date: By end of December 2012

Responsible to: General Manager**Applies to:** All employees**Purpose:** To outline processes and procedures in event of an accident which requires time off work**Definitions:** "ACC" – The Accident Compensation Corporation
"Claim Number" – as allocated by ACC**References:****POLICY**

1. In event of the following occurring for an employee
 - an accident occurring (either at work or some other location) which requires time off work,
 - the accident being accepted by ACC and given a claim number

WRFKA will pay 100% of salary or wages for the first five calendar days (excluding weekend) of injury. I.e. the employee will receive their normal salary or wages for this period.

2. From week Two and onwards:
 - a. If the claim is accepted then ACC will pay up to 80% of the employee's salary and wages directly. In this instance, the employee may apply in writing to the Operations Manager to have their pay topped up by using their sick leave entitlement. (20% equates to 1 day per week). This may or may not be agreed, depending on the employee's sick leave entitlement at that time.
 - b. If the claim is not accepted by ACC and the employee is unable to work, the employee will be on sick leave or leave without pay depending on the status of their sick leave entitlement.

PROCEDURES**In the event of any injury the employee should:**

1. Go to a Doctor or other ACC accredited health professional (such as a Physiotherapist) immediately, preferably the day the injury occurs. Keep copies of all documentation
2. Advise the Association – call or email the Payroll Officer and/or Senior Teacher.

3. Send copies of documentation to the Association, particularly an ACC application form and medical certificate. Also, forward, one copy to the kindergarten and retain a copy.
4. Within the first week follow up with ACC to get confirmation of acceptance of claim. ACC usually process this within 48 hours of receipt from doctor – some doctors however may take a few days to send it through.
5. Advise ACC that you require compensation for loss of earnings. (ACC will then send form to The Association to gain information on salary and wage details for processing claim).
6. Advise the Association of claim status by phoning or emailing Payroll Officer and send copies of relevant documentation.
7. Week Two and onwards
 - a. If the claim is accepted then ACC will pay up to 80%.
 - b. If the claim is not accepted then the staff member is off on sick leave or LWOP depending on status of sick leave.
8. Continue to keep the Association informed of the status of the claim, likely recovery time, progress of recovery and send in copies of all documentation, particularly ongoing medical certificates.