



Town of Hubbardston

7 MAIN STREET
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WORKERS COMPENSATION/INJURED ON DUTY POLICY

I. PURPOSE

To define the parameters around which employees may utilize the Workers' Compensation insurance.

II. POLICY

Any employee covered by Workers' Compensation insurance who is required to be out of work because of an on-the-job injury will be paid his regular straight-time wages or salary by the Town for up to a maximum of five working days that she/he is unable to work.

If the injury requires absence of more than five days, the employee will be paid at the Workers' Compensation pay rate established for that employee.

If an employee has accumulated sick leave and requests to do so, the difference between the Workers' Compensation pay and his/her regular pay may be charged to accumulated sick time so that the employee receives 100% of his/her weekly payroll.

In a case of an on-the-job injury, the Town reserves the right to require a physician's certification of the need for any absence over two working days.

No deductions are made from the worker's compensation check and therefore the employee must make arrangements for voluntary deductions such as health insurance.

III. RESPONSIBILITY

It is the responsibility of both the employee (if able) and their supervisor to notify the Town Administrator of an accident or injury within twenty-four (24) hours of the occurrence.