



**POLICY: 6Hx28:3D-06.3**

**Responsible Executive:** Vice President,  
Organizational Development & Human  
Resources

**Policy Contacts:** Assistant Vice  
President, Human Resources

**Specific Authority:** 1001.64, F.S.;  
Chapter 440, F.S.; Division 69L, F.A.C.

**Law Implemented:** Chapter 440, F.S.;  
Division 69L, F.A.C.

**Effective Date:** 12-01-2022

**Date of Last Policy Review:** 06-03-2025

---

## **Workers' Compensation and Illness or Injury In Line Of Duty Leave**

---

### **Policy Statement:**

- I. Valencia College ("College") adheres to applicable laws, rules, and regulations governing workers' compensation. Each full-time and part-time College employee shall be entitled to reasonable and necessary eligible medical care and payment of related medical costs when such employee has to be absent from work because of a qualifying occupational injury or illness arising out of and in the scope of employment.
  - A. Full-time employees are eligible for paid illness or injury in line of duty (IILOD) leave up to the maximum allowance in accordance with procedures. This leave may be used all at one time or intermittently in alignment with supporting medical documentation. After the maximum allowance is exhausted, full-time employees are eligible to receive payment for partial lost wages (indemnity benefits) in accordance with related College procedures.
  - B. Part-time employees may be eligible to receive payment for partial lost wages (indemnity benefits) in accordance with related College procedures.
- II. The College prohibits the termination, threatening termination, intimidation, or coercion of any employee for the purpose of influencing that employee's valid claim for compensation or for attempting to claim compensation under the Workers' Compensation Law.

- III. The College President, or designee(s), shall establish programs and procedures to implement this policy.

---

**Policy History:**

Adopted 11-17-76; Amended 4-26-78; Amended 1-19-83; Amended 11-18-92; Amended 4-16-13; Amended 12-11-19; Amended 12-1-22; Formerly 6Hx28:7-04; Formerly 6Hx28:07-21

---

**Related Policies:**

College Policy 6Hx28: 02-02 Workplace Accommodations for Applicants and Employees

College Policy 6Hx28: 3D-03 Total Rewards: Vacation, Sick, and Personal Leave for Full-Time Employees

College Policy 6Hx28: 3D-05 Sick Leave Pool

College Policy 6Hx28: 3D-06.1 Family and Medical Leave

College Policy 6Hx28: 10-01 Reporting Incidents or Injuries

---

**Procedures:**

- I. Reporting Procedures: In order to be considered for workers' compensation medical benefits and ILOD leave, an employee shall immediately report injuries sustained while on duty (at an applicable Location) to their supervisor and a representative of the campus Safety and Security Services (see list in Appendix A) for completion of a "Security Incident Report." Note: Applicable Location is defined as any Valencia College campus, any College-sponsored event wherever located, at an employee's remote work location while on duty, and/or while on College sponsored travel.

If the injury is serious and requires emergency services and the employee is transported for treatment, the supervisor or designee shall immediately report the injury to campus Safety and Security Services and the employee shall provide a written statement as soon as possible. The employee shall be provided a workers' compensation (WC) contact card by Safety and Security Services to contact a representative from Organizational Development and Human Resources Leave and Access Services (ODHR) for assistance with seeking medical attention and/or further guidance on the medical claim process, if applicable. Failure to report or timely report a work-related injury may impact employee benefit eligibility in accordance with state law. For additional information on reporting a work-related injury or illness, see College Policy 6Hx28: 10-01 Reporting Incidents or Injuries.

- A. An employee injured while on duty may or may not need to seek medical attention. If the employee does not initially seek medical treatment and later determines that medical attention is necessary, the employee must contact their supervisor and contact ODHR for an authorization to receive such medical treatment at an approved medical provider location. (Note: Visits to an employee's personal medical provider may not be covered under Workers' Compensation. Outside of emergency related services, an employee electing to utilize a medical provider not authorized in

advance by Valencia College or the College's workers' compensation third-party provider may be responsible for any costs related to such services rendered. The College partners with a third-party provider to administer claims and payments related to workers' compensation.) Regardless of whether or not an employee seeks immediate medical attention, full-time and part-time employees may remain eligible for applicable workers' compensation medical benefits as may be needed and allowed by law.

## II. Employees Seeking Medical Treatment and Return to Work Guidelines

A. As part of a medical visit following the work-related injury, the treating medical provider shall evaluate and certify whether the employee is able to perform all, some, or none of the job duties outlined in the respective job description and complete appropriate documentation. The employee shall provide the documentation from the medical provider (doctor's note) to a representative from ODHR as soon as possible. (Delayed submission of documentation in a timely manner may impact the employee's workers' compensation benefits.) The medical provider documentation shall be evaluated by ODHR, in collaboration with the supervisor, for appropriate action. As applicable, the employee is responsible for following appropriate medical treatment instructions (e.g., medication, medical care, functional limitations, restrictions, etc.). Completed medical provider documentation shall be forwarded and maintained by ODHR separately from the employee's personnel file.

1. Completed Medical Provider Documentation (No Work Restrictions): If the employee is released back to work without any functional limitations or restrictions, the employee shall perform all essential functions of the position as outlined in their job description and in their assigned modality. Assigned modality is defined as remote, hybrid, or on-site work, as applicable.
2. Completed Medical Provider Documentation (With Work Restrictions): If the employee is released to work with functional limitations and/or restrictions assigned, the information shall be evaluated by ODHR in collaboration with the supervisor to determine if there are job duties the employee can perform with the temporary work restrictions.
  - a. If there are duties that can be performed within the prescribed restrictions, the employee is expected to report to work. The supervisor shall communicate to the employee the performance expectations and job duties that shall be performed by the employee during the temporary assignment until the next follow-up medical re-evaluation appointment. The employee is responsible for adhering to the prescribed work restrictions and following applicable medical treatment instructions until the next follow-up medical re-evaluation appointment.

- b. If there are no job duties that can be performed within the prescribed work restrictions, the employee shall remain on paid or unpaid leave as described in Procedures Section III herein until appropriate work becomes available or pending the results of the next follow-up medical re-evaluation appointment. The employee is responsible for following applicable medical treatment instructions until the next follow-up medical re-evaluation appointment.
  3. Completed Medical Provider Documentation (Employee Not Released to Return to Work): If the employee is not released to return to work, the employee must:
    - a. not work in any assigned modality;
    - b. be available during their normal scheduled work hours; and
    - c. remain on paid or unpaid leave as described in Procedures Section III herein.
- B. Medical Appointments: Employees are responsible for attending follow-up appointments as applicable and providing the completed return-to-work form or equivalent document to ODHR as soon as possible. Each subsequent medical visit documentation shall be evaluated by ODHR in collaboration with the supervisor for appropriate action.
  1. Follow-up medical appointments and treatment should be scheduled during the employee's non-working hours. If appointments are not available during non-working hours, a full-time employee shall record missed work time in accordance with Procedures Section III.
  2. Departments have discretion to adjust work schedules as appropriate for full- and part-time employees.
  3. Employees are responsible for following applicable medical treatment instructions until the next medical re-evaluation appointment.
  4. Employees are responsible for scheduling and attending appointments in a timely manner to avoid any potential impact(s) to workers' compensation benefits. If the need to reschedule an appointment arises, the employee must communicate with ODHR as soon as possible.
- C. Employees who have reached maximum medical improvement and are unable to perform the essential functions of the job shall participate in an interactive process for potential reasonable accommodation options in accordance with College Policy 6Hx28:02-02 Workplace Accommodations for Applicants and Employees. As per College Policy, 6Hx28:02-02, if an employee is unable or unwilling to engage or participate in

the interactive process, the College may separate the employee from employment for their inability to perform the essential job functions.

### III. Leave Benefits for Missed Work Time or Follow-Up Appointments

A. Full-Time Employees: The College provides up to five (5) work days of approved ILOD leave (as needed) following a full-time employee's eligible work-related illness or injury for medical appointments, absences, or other related activities and for each eligible work-related illness or injury. Approval of ILOD leave is contingent on the full time employee's submission of appropriate medical documentation supporting such request for ILOD leave. The first five (5) work days are based on the employee's normal work schedule (up to 35 hours for full-time classroom professors; and up to 40 hours for full-time staff and all other full-time instructional employees).

1. If an official College holiday occurs during the eligible employee's paid ILOD leave, the eligible employee shall receive holiday pay in lieu of paid ILOD leave. Unused ILOD leave is non-cumulative, non-compensable, and non-transferable.
2. Once the allowance of the five (5) work ILOD leave days has been exhausted:
  - a. If the employee is not cleared to return to work or there are no job duties the employee can perform within the prescribed temporary work restrictions, the employee may be eligible to receive payment from the third-party provider for partial lost wages (indemnity benefits) equal to two-thirds (2/3) of the employee's regular gross wages at the time of injury. The employee shall supplement applicable indemnity benefits with accrued and available paid leave on a pro-rata basis before taking unpaid leave for that portion. When combined, applicable indemnity benefits and leaves shall not exceed the employee's current rate of pay. Upon exhaustion of available paid leave:
    - i. the employee will only be eligible to receive the applicable indemnity benefits. The length of time for an eligible employee to receive applicable indemnity benefits is in accordance with regulations.
    - ii. eligibility for benefits and premium payment obligations may be affected for an employee in an unpaid status at the College. Therefore, the employee should connect with the ODHR Benefits team at [benefits@valenciacollege.edu](mailto:benefits@valenciacollege.edu) regarding benefits eligibility and/or expenses.

- b. If the employee has medical appointments and follow-up treatments, the employee will record those absences as In Line of Duty Leave and provide appropriate medical documentation. Applicable hours will be deducted from the employee's accrued leave balances. Necessary and appropriate use of leave in excess of available accrued balances will be treated as unpaid leave.

For more information on accrued leaves and eligibility, see College Policies 6Hx28: 3D-03 Total Rewards: Vacation, Sick and Personal Leave for Full-Time Employees, and 6Hx28: 3D-05 Sick Leave Pool.

- B. Part-Time Employees: Part-time employees should contact a representative from ODHR for applicable indemnity benefits eligibility in accordance with state laws, documentation of applicable leave (as appropriate), and any other available resources.
- C. Coordination with other types of leaves: ODHR will determine an employee's eligibility for the use of other available types of leave and will coordinate with the eligible employee and their supervisor on available paid and/or unpaid leaves that may be necessary. [Note: At its discretion, the College may run Family and Medical Leave (FMLA) concurrently with Workers' Compensation should an employee be eligible for FMLA. For more information on FMLA, see College Policy 6Hx28: 3D-06.1 Family and Medical Leave.]

#### IV. Documenting Missed Work Time

- A. Full-Time Employees: Full-time employees who seek medical treatment for injuries sustained while on duty and are absent from work shall complete a Certificate of Absence (COA) for ILOD leave through the Request and Manage My Leave System. The employee is required to upload and attach a copy of the appropriate appointment/medical documentation to the COA so the appropriate paid leave is applied as outlined in Procedures Section III.A. The COA shall be for the time spent by the full-time employee obtaining the initial treatment, any follow-up medical appointments, and shall not include hours beyond the employee's scheduled work hours. If the COA cannot be completed by the full-time employee, the supervisor shall submit the COA on behalf of the employee. A non-exempt full-time employee shall also record ILOD leave on timesheets through the Web Time Entry system. ODHR shall communicate with full-time employees and/or supervisors on how to document subsequent ILOD leave and timesheets as appropriate.
- B. Part-Time Employees: Part-time employees who seek medical treatment for injuries sustained while on duty and are absent from work should contact a representative from ODHR for indemnity benefits eligibility, documentation of applicable leave (as appropriate), and any other available resources.

- C. Supervisors must verify that the information recorded on web time entry for a non-exempt (hourly) employee accurately represents the employee's time and attendance, including hours worked, leave and holiday time (as applicable) for the covered period in accordance with established procedures.
- V. Employee Post-Accident or Injury Drug and/or Alcohol Test: Employees involved in a work-related accident or injury may be required to submit to a post-accident drug and/or alcohol test. For additional information, see College Policy 6Hx28: 3D-06.2 Fitness for Duty. Failure to submit to the test(s) and participate may result in disciplinary action up to and including termination of employment, and may include workers' compensation benefits suspension, if applicable.
- VI. Volunteers who sustain injuries while engaged in College business or related activity(ies) may be eligible for partial workers' compensation benefits. For assistance with volunteer injuries, contact the Risk Management Office.
- VII. An employee or volunteer who believes an adverse employment or volunteer action has been taken for reporting a work-related/volunteer injury or illness or for filing a workers' compensation claim, should contact a representative from ODHR Human Resources for further review and action as deemed appropriate.
- VIII. An employee or volunteer who engages in fraudulent behavior or misrepresentation or fails to comply with employee/volunteer obligations under this policy or other applicable College policies and procedures may be subject to loss of benefits, denial, or termination of workers' compensation, and/or corrective and/or disciplinary action in accordance with College Policy 6Hx28: 3E-08 Disciplinary Action, as appropriate.

---

**Procedure History:**

Adopted 11-17-76; Amended 4-26-78; Amended 1-19-83; Amended 11-18-92; Amended 4-16-13; Amended 12-11-19; Amended 12-01-22; Amended 9-5-24; Amended 12-16-24; Amended 6-3-25; Formerly 6Hx28:7-04; Formerly 6Hx28:07-21

---

**Date of Last Procedure Review:** 06-03-2025

---

**Appendix A: Safety and Security Services Contact Numbers**

Note: If an employee needs assistance before or after regular business hours, the employee will need to contact a West Campus Safety and Security Services representative for support.

Campus	Phone Number
Advanced Manufacturing Training Center	407-582-4000
Downtown Center for Accelerated Training	407-582-1000

East Campus	407-582-2000
Fire Rescue Training Facility	407-582-1000
Lake Nona Campus	407-582-7000
Osceola Campus	407-582-4000
Poinciana Campus	407-582-6500
School of Public Safety	407-582-8000
UCF/Downtown Campus (contact West Campus)	407-582-1000
United Way Center for Accelerated Training	407-582-3600
West Campus (24 hours per day/7 days per week)	407-582-1000
Winter Park Campus	407-582-6000

Procedure supersedes amended procedure - 09-23-2025