

ACCIDENTAL INJURY LEAVE	Document Number	GO 525
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1. PURPOSE

The purpose of this policy is to establish the guidelines for employees accidentally injured while on official duty.

2. PERSONS AFFECTED

- 2.1. All sworn police personnel.
- 2.2. Any other employee who is temporarily exposed to unusually hazardous conditions.
- 2.3. Any employee, who is a member of a class, recognized by the action of repricing, to be a class exposed to unusually hazardous conditions.

3. POLICY

It shall be the policy of the Hawai'i Police Department that eligible members be provided accidental injury leave benefits when employees are injured in the performance of their official duties.

4. RESPONSIBILITIES

- 4.1. Every police officer injured in the line of duty shall be placed on accidental injury leave as provided by Section 79-15, HRS.
- 4.2. Other employees injured in the performance of their duties shall submit a memorandum to the Personnel Officer detailing the circumstances under which the injury was incurred and describing the unusually hazardous conditions existing at the time of the injury.

5. PROCEDURES

- 5.1. Qualifying Conditions
 - 5.1.1. The personal injury must have arisen out of and in the performance of the employee's duty.
 - 5.1.2. There must have been no negligence on the employee's part.

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5.2. Reporting Requirements

- 5.2.1. During the four months immediately following the commencement of the accidental injury leave, the employee shall contact the supervisor at least once every fifteen (15) calendar days.
- 5.2.2. Should the employee remain on leave beyond four months, the employee shall contact the supervisor at least once each month.
- 5.2.3. If the employee is under continuous care of a physician, he shall cause the physician to submit a written interim report every twenty-one (21) days.

5.3. Duration of Leave

- 5.3.1. Accidental injury leave shall commence on the first day of eligible disability and continue for a period of four (4) months.
- 5.3.2. Should an employee return to duty during the four-month period, and thereafter become disabled because of the same injury, his disability leave shall continue as though he had not returned to duty.
- 5.3.3. Employees who temporarily return to duty during their accidental injury leave period to attend court or other required appearances shall receive no additional compensation unless the duty period extends beyond eight (8) hours regardless of the shift to which they were assigned prior to going on leave.

5.4. Election of Compensation for Industrial Injury – At the onset of the disability or as soon thereafter as possible, the employee shall complete and submit Form Ch-AR-7, Notification and Election of Compensation for Industrial Injury, to the Administrative Services Division.

5.5. Sporting Events – Members participating in sporting events not specifically sanctioned by this department will do so on their own volition and personal time which is not considered part of the employee's performance of duty. Members will be solely responsible for injuries suffered as a result of participating in these sporting events.