



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Memo

To: Principals and Senior Staff

Date: August 6, 2013

From: Alex L. Szachnowicz, P.E. *ALS*
Chief Operating Officer

Instructions: *Please share with appropriate staff*

Subject: Reporting Employee Injuries from Assaults or Intervention in Fights

Copies to: TAAAC, SAAAAC, AEL
Bruce Lamartin

The purpose of this memorandum is to provide information regarding the procedures that are necessary to report employee requests for **Assault Leave** (to provide full pay for an absence due to a physical disability/injury resulting from an assault by a student) or **Intervention in Fights Benefits** (to provide compensation for injury or lost time that results directly from taking preventive action or intervening in a fight).

When an employee reports that they have been *injured in an assault* or while *intervening in a fight*, the employee may be entitled to assault leave or intervention benefits. In such cases, adequate notice will permit a timely investigation and appropriate determination regarding these benefits. Accordingly, the procedures outlined below must be followed:

- (a) **Notification:** The injured employee is responsible for notifying their supervisor that they want to pursue assault leave or intervention benefits. The principal or appropriate supervisor will advise the employee that any employee injured in the course and scope of employment may be entitled to Workers' Compensation benefits.
- (b) **Medical Authorization:** The principal or appropriate supervisor must obtain the employee's signature on an "Authorization for Release of Medical Information" form and forward the completed form to the Insurance and Safety Management Office.
- (c) **Signed Statement:** The injured employee is responsible for preparing and submitting a **detailed** signed statement in a timely manner describing **all** the circumstances involved in the incident, including the names of the students involved in the altercation and the nature of the injury sustained. The injured employee must provide the statement to their principal or appropriate supervisor for review and their "co-signature" indicating whether or not they concur with the information contained in the statement. The statement, with or without concurrence, is to be forwarded to the Insurance and Safety Management Office.
- (d) **Award of Leave:** The Director of Human Resources will make a determination on the assault leave or intervention benefits request. Written documentation of the determination will be sent to the employee with copies to Payroll, the principal or appropriate supervisor, and the Insurance and Safety Management Office.
- (e) **Disability Certification:** Following the assault leave or intervention benefit approval, the employee is required to provide the Insurance and Safety Management Office periodic disability certifications to include prognosis, treatment plan, and expected length of disability.

If you have any questions, please feel free to contact Bruce Lamartin, Risk Management Specialist, in the Insurance and Safety Management Office, (410) 222-5223.

Related Policy and Law: Maryland Annotated Code, Education Article, Section 6-111, *Assault Leave* and Section 7-307, *Principals, Teachers and school security guards intervening in fights*.
Board Policy G, Personnel, Sick Leave – *Assault*

ALS/brl