

Superintendent of Education

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On-the-Job Injury & State Board of Adjustments Procedures

Employees who are accidentally injured on the job may be approved for paid “on-the-job injury” leave without using sick days, provided that the following conditions are met:

1. The injured employee must submit a completed Accident Report within twenty-four (24) hours after the injury occurred. If the injured employee is not able to notify the Board, another person reasonably knowledgeable about the employee’s condition and circumstances leading to the injury may provide the required notification.
2. The injured employee must submit the Physician Certification Form within ten (10) days of the injury, stating that the employee was injured and cannot return to work due to a specified injury, if there is a reasonable expectation that the employee will return to work and, if so, the expected date of that return.

*Once the above two forms are completed and submitted to the school administrator or designee, the employee will receive and sign for an On-The-Job Injury /State Board of Adjustment information packet. Any out-of-pocket expenses resulting from an on-the-job injury can be submitted to the Alabama State Board of Adjustment for reimbursement. The local Board **cannot** pay these expenses.*

The following forms are provided for the employee’s information/use in filing claims with the State Board of Adjustment:

- a.) Instructions for filing a claim
- b.) Claim Form
- c.) Supplemental Claim Form

Forms can also be downloaded from their website: www.bdadj.alabama.gov.

Remember, all claims must be filed within one year of injury....NO EXCEPTIONS!