

	<b>City of Helena Personnel Policy</b>	Policy number	11-2
		Original Adoption	02-09-1987
		Revision #	5
		Last revision date	February 2016
<b>Section Title</b>	<b>Safety and Workers Compensation</b>		
<b>Subject</b>	<b>Payment of Insurance Premiums while on Workers Compensation</b>		

It is the policy of the City of Helena to continue to pay its monthly medical, dental and vision insurance premium contribution while an employee is out on workers' compensation, as long as the employee is in employment status. Normally employees' positions are held for a period not to exceed six (6) months, unless an exception has been granted by the City Manager. Leaves of absence taken in connection with a worker's compensation injury or illness will run concurrently with any FMLA leave entitlement.

An employee may request an extension beyond the six (6) month limit by submitting a written request to the City Manager at least 15 calendar days prior to the expiration date. The written request should state the reason for the extension and contain all pertinent medical information necessary for the City Manager to make an informed decision as to whether or not to extend the leave.