

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: GC, GAX
Responsible Office: DIVISION OF HUMAN RESOURCES

ASSAULT/INTERVENTION LEAVE

A. PURPOSE

To establish reporting requirements, guidelines, and responsibilities for employee requests for Assault/Intervention Leave.

B. BACKGROUND

When an employee reports that the employee was injured in an assault or while intervening in an altercation between students, the employee may be entitled to Assault/Intervention Leave and receive full pay for any resulting absence. In such cases, timely notice shall permit an adequate investigation and appropriate determination regarding these benefits.

C. DEFINITIONS

1. **Assault** – an intentional use of force to cause harm against the employee by another person that causes a physical injury or disability, which occurred while in the scope of their employment with Anne Arundel County Public Schools (AACPS).
2. **Full Pay Status** – an employee who is absent due to the injury or physical disability shall be kept on full pay status instead of sick leave during the period of absence. Injury on the Job Leave, payable during the first 60 workdays from the date of injury, meets the requirement of full pay status for that time period.
3. **Intervention** – the response by an employee taking reasonable action necessary to prevent violence, restore order, and to protect the safety of the involved students and surrounding individuals while on school premises or involved in a school-sponsored activity.
4. **School Premises** – any property, vehicle, building, or grounds owned by or leased to, or under the jurisdiction of, the Board of Education of Anne Arundel County (Board) or AACPS.
5. **School-Sponsored Activity** – any organized class, field trip, extracurricular activity, co-curricular activity, interscholastic sports event, or transportation involving students sponsored by, supervised by, approved by, or otherwise under

the jurisdiction of the Board, its agents or representatives regardless of when or where the activity takes place.

D. PROCEDURES

In cases of requested Assault/Intervention Leave the procedures outlined below shall be followed:

1. **Notification** – The injured employee shall be responsible for notifying the employee's supervisor that the employee wants to pursue Assault/Intervention Leave. The principal or appropriate supervisor shall advise the employee that any employee injured in the course and scope of employment may be entitled to and shall file for Workers' Compensation benefits.
2. **Medical Authorization** – The principal or appropriate supervisor shall 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.
3. **Signed Statement** – The injured employee shall be responsible for submitting a detailed signed statement, as soon as administratively possible, describing the circumstances involved in the incident, the names of the students involved in the altercation, and the nature of the injury sustained. The injured employee shall provide the signed statement to the injured employee's principal or appropriate supervisor for review and the principal's or the supervisor's "co-signature" indicating whether or not the principal or the supervisor concurs with the information contained in the statement. The statement, with or without concurrence, shall be forwarded to the Insurance and Safety Management Office.
4. **Award of Leave** – The Executive Director of Human Resources shall make a determination on the Assault/Intervention Leave request. Written documentation of the determination shall be sent to the employee with copies to Payroll, the principal or appropriate supervisor, and the Insurance and Safety Management Office. During the period the employee is unable to work, the employee shall receive full salary Assault/Intervention Leave, less the amount paid under Workers' Compensation. Payments made under the Board's Injury on the Job Leave benefit shall satisfy its Assault/Intervention Leave obligation.
5. **Disability Certification** – Following the Assault/Intervention Leave request approval, the employee shall be required to provide the Insurance and Safety Management Office periodic disability certifications attesting to the incapacity of the employee to work. The Executive Director of Human Resources may request that the medical certification provided by the employee include a diagnosis, prognosis, treatment plan, and expected length of disability. The Executive Director of Human Resources may also require the employee to undergo a medical examination by a doctor the Executive Director of Human Resources chooses to determine the employee's capability of resuming the duties of the employee's position, or a temporary alternative duty assignment.

6. **Duration of Leave** – Assault/Intervention Leave shall be payable for the period of recovery provided there is a reasonable expectation that the employee shall return to the employee’s position. If it is determined that the employee will not return to the employee’s position with or without reasonable accommodations, the benefit shall terminate. The employee shall select an appropriate available option, including a reassignment to an alternative position as part of the accommodation process retirement, if eligible; or, resignation.
7. Medical services and treatment that result directly from the Assault/Intervention, and are reasonable and medically necessary, shall be provided to the employee through Workers’ Compensation.
8. The duration of the Assault/Intervention Leave shall not exceed two school years.

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Note previous regulation history: Replaces Policy 800.17 revised 11/07/90