

**DEPARTMENT OF HEALTH SERVICES  
COUNTY OF LOS ANGELES**



**SUBJECT:** LEAVE FOR FOLLOW-UP MEDICAL TREATMENT OF WORK-RELATED INJURIES

**POLICY  
NO.:** 642

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**PURPOSE:** To govern the use and authorization of leave with pay to obtain follow-up medical treatment for work-related injuries.

**POLICY:** Leave with pay to obtain follow-up medical treatment for any industrial injury/illness may be authorized only at such time that the Third Party Administrator (TPA) has accepted the claim for benefits and made notification to the Claimant and the Return-To-Work Coordinator (RTWC). Industrial injury follow-up (IF) time may be approved in instances where the TPA has delayed a claim prior to determining compensability and has scheduled the Claimant for a medical appointment. Leave with pay will be granted for short periods of time and must meet the guidelines defined below.

**GUIDELINES:**

1. Appointments are to be scheduled either at the beginning or the end of the work shift. Appointments made outside of regular working hours are not compensable. No overtime may be claimed for appointments outside of regular working hours. Appointments may be scheduled by the employee, supervisor, RTWC or the TPA. Written notification of appointments shall be made in advance to the supervisor. A copy shall be provided to the RTWC. The supervisor contacts the RTWC for authorization to code the timecard as "IF" for industrial injury follow-up.
2. Employees must have reported for their regular work schedule and have provided a proper medical certification documenting the need for continuing treatment. Employees are required to submit a proper medical certification, including time in and time out, for each IF visit.
3. A maximum of four hours paid leave (including transportation time, scheduled appointments or therapy visits) shall be authorized at the discretion of the RTWC. Any more than four hours of treatment given in the same day shall only be approved by the RTWC.
4. Leave with pay shall be coded on the time card as "IF" for industrial injury follow-up. Total IF time may not exceed eight hours in any one work week without prior approval of the RTWC.

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**APPROVED BY:**

**EFFECTIVE DATE:** September 1, 2004

**SUPERSEDES:** April 1, 1999

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5. Additional time taken beyond the above guidelines shall be coded as sick time.
6. "IF" time shall not be authorized for any employee whose condition has been deemed permanent and stationary by the treating physician, -OR- if a claim is beyond one year from the date of injury, whichever comes first.

**AUTHORITY:** Los Angeles County Code Section 6.20.070

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**DATE:** September 1, 2004

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