

SAMPLE KEPT-ON-SALARY (KOS) POLICY

[Company name] is committed to providing a safe and healthy workplace for its employees, and the prevention of workplace injury and illness is a primary objective. Additionally, [Company name] recognizes the financial benefit, both to [Company name] and its employees, resulting from minimizing workers' compensation claim costs. In light of this, [Company name] is instituting a Kept-on-Salary (KOS) policy.

In the event an employee is injured on the job and is temporarily unable to return to full duty work, [Company name] will continue to pay the employee's regular wages for up to (number of) workdays. Any additional benefits the employee was entitled to will also continue. The continuation of wages may, at [Company name]'s sole discretion, be extended beyond (number of) workdays. This is in accordance with the state of Washington's statute allowing employers to KOS an injured employee while the employee is temporarily totally disabled and unable to work (RCW 51.32.090,section 8).

We are adopting this policy because of the benefit on both our employees and on [Company name]. KOS benefits the injured employee by continuing his or her regular wages during a brief period of disability. [Company name] benefits by reducing workers' compensation claim costs and thus future workers' compensation premiums. KOS is not intended to be an end in itself, but to bridge the gap between the onset of disability and the return to either light-duty or full-duty work. Any abuse of this benefit will be addressed in accordance with [Company name]'s personnel policies.

Disclaimer: This KOS sample policy is provided by Washington Retail Services (RS) for members' consideration for adaptation before adoption. This does not represent legal opinion or advice from RS. Consulting with an attorney before adoption is highly recommended.