



EMPLOYEES

INSTRUCTIONS IN THE EVENT YOU ARE INJURED ON THE JOB

1. **Report the injury** to your Supervisor or Site Administrator (or their designee).
2. **Call the Early Intervention Nurse (EIN) at 1-877-742-3467.** If necessary, you will be directed for medical treatment to an occupational medical facility. Please do not seek medical treatment prior to reporting your injury to the EIN. To do so may result in this treatment being considered self-procured and the District will not be responsible for payment.
3. **Contact Worker's Compensation in Risk Management @ 566-1600 ext 1537.**
4. **After MEDICAL APPOINTMENTS:**
 - a. Provide a copy of your medical work status to your supervisor the same day, or at the beginning of the next workday.
 - b. Fax or e-mail a copy to Worker's Compensation in Risk Management @ 566-3599.
5. If your doctor returns you to work on **MODIFIED LIGHT-DUTY:**
 - a. Your supervisor and/or Risk Management will determine the type of modified light-duty that is available for you. When the District is able to provide modified light-duty work and you choose not to return to work, you will not be entitled to temporary disability benefits and your sick leave will be docked.
6. Upon returning to **FULL DUTY** you must:
 - a. Submit your final medical discharge note to your supervisor.
 - b. Fax or e-mail a copy to Worker's Compensation in Risk Management @ 566-3599.
7. Completing **ABSENCE FORMS** when related to your work injury:
 - a. Indicate sick leave and note industrial accident in the box marked "other."
 - b. Without medical authorization for time missed you are not eligible to use industrial accident leave and your sick leave will be charged.

IMPORTANT: WITHOUT MEDICAL AUTHORIZATION FOR TIME OFF YOUR SICK LEAVE WILL BE CHARGED. IF YOU DO NOT HAVE SICK LEAVE AVAILABLE YOU WILL BE DOCKED.

*The District strongly suggests **scheduling your medical appointments whenever possible before or after your work hours** so you are not charged a "Day" under the 60 Days of Industrial Accident Leave. According to the Education Code 45192, medical appointments are not considered "authorized leave." Therefore, when applicable, your sick leave will only be reimbursed for the time of your medical appointment.*

Thank you for your anticipated cooperation. If you have any questions, please contact Worker's Compensation in the Risk Management Department at 566-1600 ext. 1537.