



SUPERVISORS

WHEN EMPLOYEE'S EXPERIENCE A WORK RELATED INJURY

1. **Employees are instructed to report their injuries to their supervisors.** Direct the injured employee to call the **Early Intervention Nurse (EIN) at 1-877-742-3467**. Do not direct the employee to seek medical treatment on their own.
2. **Contact Worker's Compensation in Risk Management @ 566-1600 ext 1537.**
3. *Optional:* Complete the Accident Investigation Form (available on the district's web site) and fax to Risk Management at 566-3599.
4. After the employee's medical treatment they are required to return to their work site:
 - a. They are to provide you with a medical note the same day.
5. If the doctor returns the employee to **MODIFIED LIGHT DUTY**:
 - a. Determine whether you can provide modified light duty for the employee. Schools Insurance Authority (SIA) will contact you by phone or e-mail to confirm whether modified light duty is available. Please include Silvia.Foster@twinriversusd.org on these exchanges of information.
 - b. If you have questions about the employee's restrictions or providing modified light duty, please contact Silvia Foster for assistance @ 566-1600 ext 1537.
6. Upon employee returning to **FULL DUTY**:
 - a. They must submit a doctor's note indicating "full duty."
7. Employees are required to follow the same procedures in **REPORTING ABSENCES**:
 - a. They must complete the Absence Request Form, indicating sick leave and note industrial accident in the box marked "other."
 - b. Employees who choose to remain off work without medical authorization will have their sick leave charged as a result.

If you have any questions, please contact Silvia Foster in Workers Compensation in the Risk Management Department at 566-1600 ext. 1537.