

Workers' Compensation

Introduction Work-related personal illness/injury is when you are incapable of performing job-related duties because of a work-related sickness or injury. All employees are covered by Workers' Compensation Insurance, which provides medical expense payments and salary payments, and vary in amount according to state law.

Reports A report of work-related illnesses/injuries must be prepared immediately after it happens by your supervisor or another member of management and sent to the Human Resources Department without delay. Human Resources will prepare a formal report of injury and submits it to the Workers' Compensation insurance company.

Workers' Compensation Approval

If you are approved for Workers' Compensation:

- You will receive 100% of your Company pay during the waiting period. The waiting period varies by state. After the waiting period, you will receive 80% of your Company pay. The Workers' Compensation payments you receive from the insurance company will be offset from your Company pay so that the combination of insurance payments and Company pay equal 80% of your regular pay.
 - The Company will automatically qualify your absence under the FMLA. You will receive written confirmation that your workers' compensation leave will be counted as FMLA leave.
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Restrictions You can't use or be paid for the following time during a Workers' Compensation absence:

- PTO
 - EIB
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Returning to Work When you are ready to return to work, the Company will require documentation from your doctor that you are able to perform your job. This documentation will describe any limitations or work restrictions you may have.
