

QUICK REFERENCE GUIDE FOR EMPLOYEES

UNC CHARLOTTE WORKERS' COMPENSATION PROGRAM

The responsibility for claiming compensation is on the injured employee. Report all incidents/injuries to your supervisor immediately, not later than 30 days after the occurrence. No compensation shall be payable unless written notice is given within 30 days, unless reasonable excuse is made to the satisfaction of the Industrial Commission for not giving such notice and the Commission is satisfied that the employer has not been prejudiced thereby.

**In case of a life-threatening emergency contact Campus Police:
(From an on-campus phone, dial 911. From a cell phone, dial 704-687-2200)**

- ✓ Complete the *Employee Incident Report* form. Your supervisor will complete the *Supervisor Incident Investigation Report* form. All original forms must be forwarded to the Environmental Health and Safety office no later than 3 working days after the incident occurs.
- ✓ **Work-related injuries must be treated by an authorized physician.** If medical treatment is needed, your supervisor will give you the signed *Employee Incident Report* form to take with you for the appointment. The attending physician must complete the medical treatment section of this form.
- ✓ **After the appointment**, you must return to work and give your supervisor the original of the *Employee Incident Report* with the medical provider's signature along with any medical documentation given to you by the physician. **You are required to return to work after the appointment to update your supervisor of your medical status.** If the doctor states that you should not return to your work duties, this statement must be reflected in the medical documentation. If you do not return to work as indicated by the authorized treating provider, your absence will be considered unauthorized.
- ✓ Depending on the injury, the doctor may place restrictions on your duties, if so; your supervisor should try to provide transitional duty within reason in accordance with the restrictions. You must comply with the doctor's recommendations. If transitional duty is not available, the supervisor should contact the Workers' Compensation Administrator for assistance. **You are obligated to accept any suitable employment provided it is in keeping with your capability. Refusal to accept suitable employment may result in termination of compensation and may result in dismissal.**
- ✓ The law provides medical and disability compensation including a weekly benefit for lost workdays after a 7 calendar day waiting period. You may choose to use sick or vacation leave, or go on Leave Without Pay (LWOP) during the 7 day waiting period. You will receive weekly benefits equal to 66 2/3% of your average weekly earnings up to a maximum established by the North Carolina Industrial Commission. The weekly benefit may be supplemented by using sick or vacation leave, earned prior to the injury, in accordance with the Supplemental Leave Schedule set the Office of State Human Resources.

Be sure to communicate regularly with your supervisor to update on your work status.