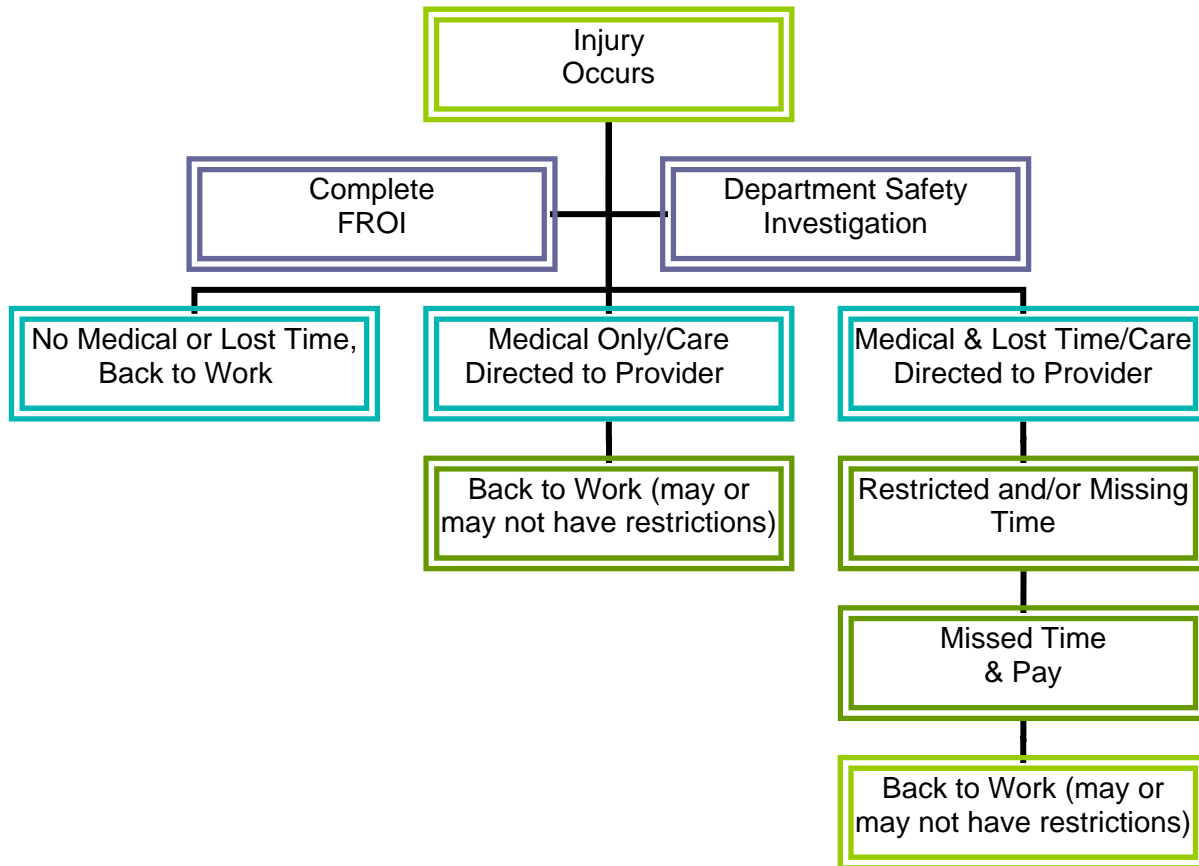


Workers' Compensation Process



Injury Occurs – Notify supervisor/complete FROI on Self Service website and submit to the Benefits Office within 24 hours. Department will also conduct a safety investigation, if appropriate

Complete FROI - Complete First Report of Injury form on Self Service website and submit to the Benefits Office within 24 hours.

Department Safety Investigation – Department will conduct a safety investigation, if appropriate.

No Medical or Lost Time – Injury/Illness was minor, no care or follow-up care is required, employee returns to work.

Medical Only/Care Directed to Provider – Injury/Illness resulted in the need for medical attention. Employee should be directed to [Workers Health Clinic](#) or [UI Health Works](#). If true emergency and/or injury/illness takes place outside of business hours (8a-5p), employee should be directed to the Emergency Treatment Center.

Back to Work (may or may not have restrictions) – Employee returns after medical appointment with a PSR. Supervisor and employee review the information on the PSR. If restrictions are given, discuss appropriate work assignments/schedules while considering indicated restrictions and capabilities.

Medical & Lost Time/Care Directed to Provider - Injury/Illness resulted in the need for medical attention. Employee should be directed to [Workers Health Clinic](#) or [UI Health Works](#). If true emergency and injury/illness takes place outside of business hours (8a-5p), employee should be directed to the Emergency Treatment Center.

Restricted and/or Missing Time – Employee returns with a PSR. PSR indicates restrictions or no return to work. Department cannot accommodate restrictions and employee is taken off work.

Missed Time & Pay – By law, missed time benefits begin after a waiting period of 3 calendar days of absence. If your employee misses work for more than 14 calendar days, missed time benefits will also be paid for the 3 day waiting period.

The Benefits Office will mail the employee a benefits package, including a letter explaining missed time benefits, the option to supplement missed time, a mileage reimbursement memo, mileage reimbursement form, and the FSDS program option informational sheet.

WC Benefits typically represent approximately 2/3 of the employee's pay. This check will be mailed directly to the employee's home address from Sedgwick. WC benefits are received only during the healing period or when the department is unable to accommodate restrictions and provide restricted work. If the employee is able to work a full shift of "restricted duty" during the healing period, he/she will receive their full salary instead of workers' compensation missed time benefits.

Employees may elect to supplement workers' compensation benefits with accrued leave. The combination of workers' compensation benefits and accrued leave should approximate the employee's regular weekly salary. Receipt of the first missed time benefits check from workers' compensation is dependent on the completion time of the Sedgwick CMS investigation. Once a claim is approved, missed time is paid weekly.