



WORKERS' COMPENSATION

Post Accident Guidelines for Supervisors

The purpose of this guideline is to provide supervisors and department heads with a step-by-step process initiating and placing the injured employee on workers' compensation leave. Supervisors are responsible for submitting the appropriate paperwork to Human Resources. Failure to do so will result in an over/under payment.

- 1) The accident is first reported to the Risk Management Office (RMO) and then a Work Injury report is completed.
 - a) This form is available at, http://www.saf.tcu.edu/Downloadable_Forms.htm.
- 2) If the employee is medically unable to return to work for 7 calendar days – in accordance to written documentation from the treating physician - the employee's salary for that period will be paid in the following order:
 - a) Sick time, if available,
 - b) Vacation time, if available,
 - c) If neither is available, no pay is due to the employee for this 7 day period of absence.
- 3) After this 7 day period - if the employee is still off of work - the RMO will issue a leave status report to the Human Resources (HR) department to request the employee be placed on Workers' Compensation leave.
 - a) In conjunction, the employee's department will issue a **Personnel Action Form (PAF)** placing the employee on an unpaid leave status (Workers' Compensation leave). During this period there will be:
 - i) No accrual for sick leave,
 - ii) No accrual for vacation time,
 - iii) No retirement contribution,
 - iv) No health plan contribution, and,
 - v) Any existing sick time and vacation will remain as is until the employee returns.
- 4) The employee will be placed on FMLA leave by the HR department and HR will inform the department, employee and RMO of this status.
- 5) The employee will be provided with information from the RMO and HR regarding:
 - a) Pay status,
 - b) How the employee will be paid,
 - c) How to make contributions,
 - d) Explanation of the continuation of medical insurance,
 - e) Who to report their work status and other information to and how often, and,
 - f) What they do when they are cleared for and how soon they are to report back to work.
- 6) Upon the employee's return, the RMO will issue a return-to-work status report. This will cause the following action to take place:
 - a) The department will issue a PAF canceling the Workers' Compensation leave status,
 - b) HR will use this information to return the employee on active work status, and,
 - c) HR will terminate the FMLA leave status.
- 7) After the employee returns to an active work status, if they are required to attend doctor appointments, physical therapy sessions, or other treatment related visits – during work hours – the employee must use their own time as outlined under section 2 above.

If you have questions or need additional information contact the RMO at 817-257-7475.

as of October 2013