Workers’ Compensation Insurance

As soon as you are on the University payroll, you are automatically covered by Workers’ Compensation Insurance (WCI). WCI ensures the University will pay all reasonable costs of medical treatment and hospitalization if you are accidentally injured on the job or if you contract a disease or infection directly caused by a condition at work. There is no cost to you for this coverage.

If you are injured on the job, you must notify your supervisor on the day of the injury. He or she will submit the required forms at the proper time to Human Resource Services (HRS). All injuries (even minor ones) should be reported as soon as possible. The injury should be made a matter of record in case medical complications arise at a later date. To comply with the Workers’ Compensation Act, you must give notice of injury within 30 days. The supervisor should be kept informed of all details related to the claim, lost time from work, sick leave and vacation leave involved, doctor’s appointments, bills, etc. It is your responsibility to notify your supervisor of these details. The Human Resource Service WCI office does not take care of this for you.

Benefits are paid for work time lost if your attending physician certifies you are unable to work because of an on-the-job injury.

You are allowed reasonable time for visits to the doctor which are chargeable to sick leave. Earned sick leave and vacation are not charged for time missed on the day of the injury. If the attending physician reports that it is necessary for you to lose a full day or more of work, you may:

1. Use sick leave and/or vacation time to remain on the payroll; and/or

2. You will be placed on Leave Without Pay and may receive weekly compensation benefits, after a seven-day waiting period.

If you have to pay for a doctor or hospital visit out of your own pocket, you should send all receipts to HRS Benefits, along with a written statement signed by you, requesting reimbursement. When the medical report from the doctor is received, payment will be made, usually within four to six weeks.