

WORKERS' COMPENSATION

Post-Accident Guidelines for Supervisors

The purpose of this guideline is to provide Supervisors and Department Heads with the process for initiating and placing an Injured Employee (IE) on Workers' Compensation Leave. It is mandatory that these guidelines are followed and that all appropriate documentation is submitted. Failure to do so may result in an over/under payment.

1. Gather all information provided by the IE and report to the Risk Management Office (RMO)
2. Complete the Work Injury Report and submit to the RMO within 24 Hrs.,
 - a. The form is available at <https://tcuriskmgmt.tcu.edu/website-forms/>
 - b. Ensure that the form is completed in its entirety and signed by both parties.
3. If the form indicates the IE would like to see a Doctor, RMO will submit an Authorization for Treatment and will set up treatment for the IE within network.
4. After treatment if it is determined that the IE is able to return to work with restrictions, a MDA-Modified Duty Agreement will be sent to the supervisor from RMO which list the restrictions provided from the treating physician. The Supervisor is to inform RMO if the Department is or is not able to accommodate the restrictions.
 - a. If the Department is able to accommodate the restrictions, all parties must sign and date the MDA and return to RMO within 24 Hrs.
 - b. If the Department is not able to accommodate the restrictions the Supervisor is to relay this information to the IE.
5. If the IE is medically unable to return to work for 7 calendar days-in accordance to written documentation from the treating physician-the IE'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 IE for this 7 day period of absence.
6. If the IE is medically unable to return to work for 7 calendar days, the RMO will notify the Leave Management Administrator that the IE will be placed on Workers' Compensation leave.
 - a. In conjunction, the IE's Department will issue a Personnel Action Form (PAF) placing the IE on an unpaid leave status-Workers Compensation leave. **It is the Departments responsibility to submit this form when due.** 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 IE returns.
- 7. The IE will be placed on FMLA leave by the HR Department and HR will inform the IE's department, employee and RMO of this status.
 - a. Any questions regarding the FMLA leave process should be directed to the Leave Management Administrator at 257-5123.
- 8. The IE will be provided with information from HR regarding:
 - a. TCU payroll status
 - b. How to make contributions
 - c. Explanation of the continuation of medical insurance and other benefits
- 9. The IE will be provided with information from the Supervisor regarding:
 - a. Who to report their work status and other information to and how often
 - b. What they are to do once they are cleared for and how soon they are to report back to work
 - c. All supervisors that are in contact with the IE should be aware of their work status
- 10. The IE will be provided with information from RMO regarding:
 - a. Workers' Compensation lost wages and medical benefits. This information will be provided directly from Liberty Mutual.
- 11. Upon the IE's return, the RMO will issue a return-to-work status report. This will cause the following action to take place:
 - a. The IE's Department will issue a PAF canceling the Workers' Compensation leave status
 - b. HR will use this information to return the IE to active work status and
 - c. HR will terminate the FMLA leave status
- 12. After the employee returns to an active work status and if they are required to attend doctor appointments, physical therapy sessions or other treatment related visits during work hours the IE must use their own time as outlined under Section 5 above.

If you have any questions or need additional information contact the RMO at 257-7711 or 257-7475.