

BENEFIT PROGRAMS

WORKERS' COMPENSATION INSURANCE

The University provides a comprehensive Workers' Compensation Insurance program at no cost to the employee. This program covers any injury or illness sustained in the course of employment.

Any employee who sustains a work-related injury or illness should inform his or her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. An injured employee may be required to be examined by a doctor appointed by the University.

Upon notification of a work related injury or occupational illness by an employee, the supervisor is to notify the Human Resources Office prior to the close of business of the following work day.

In case of absence from work due to a work related injury or illness, an employee whose routine work shift is eight hours may elect to take sick leave or annual leave; or the employee may take a maximum of two hours of accrued sick leave or annual leave per day during the absence for which he/she also receives worker's compensation temporary total disability payments. Employees, whose routine work-shift is not eight hours, should contact the Human Resources Office on this matter.