If you are injured on the job or develop an occupational disease in Washington, you are insured by the Department of Labor and Industries’ Washington State Fund. These insurance benefits vary, depending on the injury. They can include paid health care, wage replacement and other services to aid you in your recovery and return to work.

What to Do if You Are Injured at Work

1. Report the injury or exposure to your employer/supervisor as soon as possible. Fill out an EWU incident report form (available at http://www.ewu.edu/x57121.xml) within 24 hours unless the employee is prevented by incapacity from doing so.

2. File the claim with the Department of Labor and Industries by completing a Washington State Fund Report of Industrial Injury or Occupational Disease. Usually, a doctor will help you fill out this form when you are first seen for your workplace injury or condition. Still, it is your responsibility to make sure it is filed. You complete the first section. After examining you, the doctor will complete the second section and send copies to L&I and to Eastern Washington University. Injury claims must be filed within one year. Occupational disease claims must be filed within two years of receiving written notice from a doctor that the condition exists and is work-related.

3. Stay in touch with your supervisor. Let your employer know how you are doing and when you expect to return to work.

4. Communicate with your doctor.

5. Work closely with your claim manager.

Your L & I Benefits

If an employee is hurt on the job and the claim is accepted, L&I will pay the claim-related medical bills and often replace a portion of lost wages while the employee recovers. You may choose any doctor who is qualified to treat the injury. Qualified doctors include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists.

Time-Loss Compensation (Wage-replacement benefits)

If you are unable to work as a result of your injury or disease, you will be paid a portion of your regular wages. Your doctor must certify that your condition is work-related and that you are unable to work. Your doctor does this by completing and sending to L&I the Report of Industrial Injury or Occupational Disease. On this form, he or she will estimate how many days you may be unable to work. If you qualify, the amount of the first check will be based on this estimate and information from your employer.

Time-Loss benefits are paid if you are unable to work for more than the three days immediately following the date of your injury. Injured workers are not compensated for those first three days unless they are still unable to work on the 14th day following the injury. You will receive time-loss payments approximately twice a month as long as your doctor verifies that your condition prevents your return to any work.

Time-Loss Benefits/Use of Leave

The use of leave while receiving time-loss benefits must be coordinated to ensure that your health benefit premiums are covered. Employees using their personal holiday, compensatory time or vacation leave...
WORKERS’ COMPENSATION LEAVE POLICY

while receiving “workers’ compensation time-loss benefits” will receive the full value of the leave in addition to the time-loss payment.

Employees taking sick leave while receiving “workers’ compensation time-loss benefits” will receive their full sick leave pay, but must turn over to the University the L & I time-loss payment they receive. (contact the Payroll Office at 359-2325). The employee’s sick leave balance will be credited based on the value of time-loss payments paid to the University (buy-back policy).

If an employee is going to be unable to work for an extended period of time due to a work-related injury or occupational illness, and is receiving L & I time-loss benefits, they should contact Human Resources to coordinate their leave/benefit coverage. They should also apply for Family Medical Leave (contact Human Resources).

Employees receiving L&I time loss benefits are not eligible for “shared leave”.

Return to Work (following a work-related injury or occupational illness)

Eastern Washington University supports the practice of bringing injured employees back to work, as soon as they are medically able.

The employee’s supervisor will provide to the employee’s attending physician, information from the job analysis regarding the essential duties, periodic duties, and the physical requirements of the job as well as the department's needs, in order to determine if modified duties are a possibility.

An employee returning to work after a work related injury must provide the department supervisor with a written release from a physician. The release must indicate the scope of injury/illness and clearly state the employee’s ability to return to work with any defined restrictions. The release should also indicate the approximate length of time the restrictions are expected to last and the prognosis for a full recovery. Copies of this release must be forwarded to E.H. & S. and Human Resources.

If there are restrictions for return-to-work, the supervisor reviews the request for modified duty with the Human Resource Department and the Environmental Health and Safety Department to determine the department's ability to provide a modified duty assignment. If the modified duty assignment is approved, the employee may return to work.

Once the modified duties are identified and approved, the employee will be given notice that the assignment is temporary and may be ended at any time based on the Department’s needs, the lack of availability of work or the employee’s inability to perform the modified duties.
WORKERS’ COMPENSATION LEAVE POLICY

In Summary

If you are involved in a work-related accident or have developed an occupational illness

- Have you notified your supervisor?
- Have you filled out an EWU Incident Report?
- Have you filled out a Report of Industrial Injury or Occupational Disease at the doctor’s office or clinic?
- Have you determined what your leave balance is and how much leave time is required each month to keep your University benefits active?
- If you have chosen to take “sick leave” while receiving workers’ compensation benefits from L & I, have you turned over your L & I check to the EWU Payroll Department?
- Have you provided your supervisor with a written release from your doctor prior to return-to-work?
- Does your return-to-work release list any physical limitations you may have and the length of time the limitations will be required?

For additional information concerning Department of Labor and Industries Workers’ Compensation Claims:

http://www.lni.wa.gov/

For additional information concerning EWU Leave Policies:

Consult your appropriate bargaining agreement or contact your Human Resource Associate.

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Department of Human Resources, Rights & Risks
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