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## 2608 OCCUPATIONAL INJURY OR ILLNESS

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Subject: Risk Management & Insurance  
Effective: December 1986  
Revised: May 2011  
Last Reviewed: April 2017  
Responsible Office: Risk Management & Insurance  
Approval: Risk Management & Insurance

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### PURPOSE

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To provide partial income replacement when needed and to protect faculty and staff from medical costs which may arise from work-related injury or illness sustained in the course of employment with the University.

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### POLICY

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The University insures faculty and staff against losses sustained as a result of work-related injury or illness in accordance with the provisions of the Workers' Compensation Act and Occupational Disease Act of the Commonwealth of Pennsylvania.

1. An individual who sustains an occupational injury or illness is to immediately report such injury or illness to his or her supervisor. The supervisor is to direct the employee to the designated treatment facility.
2. Once in the medical treatment facility, the injured employee will be instructed to report the claim to PMA, the University's third party claims administrator.
3. In all cases, an injured employee must be cleared by the treating physician before being permitted to return to work. A medical evaluation form will be presented to the employee before being released from the treatment facility. This form will indicate whether the employee:
  - a. may return to work,
  - b. may not return to work at the present time, or
  - c. may return to work with restrictions
4. Upon being released from the treatment facility, the employee must present this form to his/her supervisor and/or payroll manager.

- a. In the case of an employee being admitted for treatment, the employee must present the medical evaluation form to his/her supervisor and/or payroll manager as soon as reasonably possible.
  - b. In the case of an employee being permitted to return to work with restrictions, the department will make every effort to accommodate any physical limitations placed on the employee by the treating physician.
5. In the event of injury or illness that is likely to result in a loss of time, Workers' Compensation payments will begin only after the seventh calendar day of absence or waiting period.
  - a. During the waiting period, the employee's sick time may be used.
  - b. The use of Paid Time Off is permitted only in the event that the employee has insufficient sick time available to cover the waiting period.
  - c. Except for the appropriate use of sick and Paid Time Off detailed above, no other type of paid time may be used for this purpose.
6. The Departmental Payroll Administrator is responsible for placing the employee on Workers' Compensation Leave of Absence. This action should take place soon as the employee has been out of the workplace for seven (7) calendar days AND has been approved for Workers' Compensation benefits.