



## ACCIDENT/INJURY POLICY, WORK-RELATED

**An injury on the job must be reported immediately to the Supervisor, regardless of how minor. WITHIN 24 HOURS OF THE REPORTED INJURY**, the Supervisor is required to complete an [Accident/ Injury Report](#), a copy of which must be faxed to the Human Resources Department as soon as it is completed. The Human Resources Department fax number is 908-850-8716.

Without delay, the Human Resources Department must report the incident to the University's Workers' Compensation insurance carrier. The list of authorized Workers' Compensation doctors will be provided to you by our Workers' Compensation insurance carrier. Bills generated from the accident or injury should be forwarded directly to Human Resources who will forward them to the Workers' Compensation insurance carrier.

Medical expenses related to a Workers' Compensation injury must not be processed through the employees' group health insurance.

The Human Resources Department must be notified immediately if an employee will lose time from work because of a work-related injury. The employee will be compensated, not by Centenary University, but through Workers' Compensation insurance. Because of the turnaround time needed by the insurance company to trigger the payment to the injured employee, timeliness in reporting a lost time accident is crucial in order to minimize the impact of loss of pay to the employee.

The employee is responsible for keeping the Supervisor and the Human Resources Department informed about the status of the injury and to provide medical documentation on a timely basis. Medical status reports must be mailed to the Supervisor and the Vice President for Human Resources while the employee is absent to keep the University informed of the employee's status and expected return to work. The employee is responsible for providing a status report from their treating practitioner releasing the employee to return to work. This must be provided on or immediately prior to the employee's first day back at work.

If there are work-related restrictions or limitations of any kind, the note must clearly state the specific nature of the restrictions/limitations along with the expected duration and this must be submitted to the Supervisor and the Human Resources Department at least one week prior to the return to work date, if possible.

*While an employee is on leave of absence without pay due to a work-related accident/injury, sick leave and vacation days do not accrue, nor does Holiday pay apply. If the employee is participating in the Centenary health plan, the coverage will continue as long as the employee pays the premium in a timely manner by the first day of the month.*