



National University of Health Sciences General Policies

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<i>James H. Winterstein</i> President	<i>4-14-09</i> Date			

POLICY STATEMENT

Worker's Compensation provides payment for lost work time and medical and hospital expenses if an employee incurs an injury or develops an illness as a result of his/her employment. Worker's Compensation also provides disability benefits and benefits to dependents in the case of death. Employees may be treated for injury on the job in National University of Health Sciences (NUHS) Clinics if they elect to do so.

Worker's Compensation and FMLA: Employees who are absent and receiving benefits under a temporary disability plan or are out on worker's compensation are not on unpaid leave and, therefore may not substitute sick or vacation days. However, the leave will be counted toward the employee's FMLA leave entitlement.

Procedures

1. An employee shall report any work-related injury or illness immediately to his/her supervisor. The supervisor should complete an Accident/Incident Report Form within 24 hours of the incident. The form is sent to Human Resources. The incident is reported to the insurance company with whom the University has contracted for Worker's Compensation coverage.
2. Payment for the first three days off resulting from an on-the-job injury or illness is not compensable under the Worker's Compensation law. The insurance carrier then provides Worker's Compensation reimbursement directly to the employee.
3. The University's insurance carrier makes the final decision concerning whether Worker's Compensation is provided.
4. Human Resources is responsible for contacting the employee regarding any further action that needs to be taken. Human Resources is also responsible for completing and filing all reports, claims and documentation for the insurance carrier and/or the Illinois Industrial Commission.
5. The University will not retaliate against an employee for filing a claim for Worker's Compensation.