



EMPLOYEE INSTRUCTIONS WHEN INJURED ON THE JOB

1. **REPORT THE INJURY** to your Supervisor or Site Administrator (or their designee).
2. **CALL THE EARLY INTERVENTION NURSE (EIN) at 1-877-742-3467.** If necessary, you will be directed for medical treatment at an occupational medical facility. Seeking medical treatment prior to reporting your injury to the EIN will be considered self-procured treatment and the District will not be responsible for payment.
3. **COMPLETE** the Accident Investigation form with your Supervisor or Site Administrator **and** fax or email it to:

Greg Rash

Director of Business Services

FAX: 916-566-3590 EMAIL: Greg.Rash@twinriversusd.org

4. **NOTIFY** René Wells or Pang Yang in Human Resources of your injury:

René Wells

Human Resources Manager

FAX: 916-566-3599

PHONE: 916-566-1600 ext. 50364

EMAIL: Jacqueline.Wells@twinriversusd.org

Pang Yang

Human Resources Technician

FAX: 916-566-3599

PHONE: 916-566-1600 ext. 50365

EMAIL: Pang.Yang@twinriversusd.org

AFTER MEDICAL APPOINTMENTS

5. **IT IS YOUR RESPONSIBILITY** to immediately submit your medical work status after each appointment:
 - a) To your Supervisor.
 - b) To René Wells or Pang Yang in the Human Resources Department.
 - c) When your doctor release you to work **MODIFIED LIGHT DUTY** - Your supervisor and/or Human Resources will determine the type of modified light-duty work that is available for you. **When the District is able to provide modified light-duty work and you choose to remain off work, your sick leave will be charged.**
 - d) Continue providing medical work status to your Supervisor and René Wells or Pang Yang following each appointment until returning to **FULL DUTY**.

ABSENCES

6. **REPORTING ABSENCES** when related to your work injury you must:
 - a) Report your absence in Aesop indicating "illness".
 - b) Your sick leave may be reimbursed for medical appointments. If an entire day is used, *only the portion of the leave that applies to the appointment may be credited.* **

IMPORTANT: WITHOUT MEDICAL AUTHORIZATION FOR MISSED TIME YOUR SICK LEAVE WILL BE CHARGED.

**Education Code 44984 and 45192 under Industrial Accident Leave applies to "authorized leave" in conjunction with temporary disability payments covered by a medical release from work, up to 60 days or less. Appointments are not considered "authorized" leave. Therefore, the District strongly suggests scheduling your medical appointments whenever possible before or after your work hours. When applicable, the District will only reimburse sick leave for the time of your medical appointment using a "day" of Industrial Accident Leave if eligible. **

Human Resources Department

5115 Dudley Boulevard. McClellan Park, CA 95652

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