

AGENCY ACTION CHECKLIST FOR WORKERS' COMPENSATION BENEFIT

SIF Case Number

Employee Name _____

ACTION

DATE

Complete agency accident reporting form _____

Advise employee to notify medical provider that this is a workers' compensation case _____

Determine if accident is reportable to SIF. Accident is reportable if: it causes lost time beyond the shift, or requires medical treatment beyond first aid or requires more than two medical treatments (including first aid) _____

Determine if employee wants to charge leave credits during initial 7 calendar day waiting period _____

Call or Fax SIF to report accident using SIF intake form _____

Inform employee and supervisor of employee's charge to leave credits or leave without pay status during waiting period. Submit PR-75 to place employee on workers' compensation disability leave without pay if credits are not charged _____

Complete C-2 and send to SIF _____

Advise employee of his/her responsibilities and rights including submission of all documentation to SIF and Agency, leave status and return to work procedures _____

Submit PR-75 to place employee on workers' compensation disability leave without pay on 8th calendar day (6th workday) of absence if credits were charged for first 7 calendar days _____

Inform SIF that employee has been placed on leave without pay _____

Provide employee with a written notice of the terms and conditions of the leave (Rule 5.9) prior to employee's 21st workday of absence _____

Submit any additional medical documents to SIF _____

Maintain contact with employee and supervisor throughout disability _____

Advise employee of return-to-work procedures _____

Notify SIF of date employee returns to work _____

Submit PR-75 to reinstate the employee from workers' compensation disability leave without pay _____

If employee remains disabled and does not return to work:

Advise employee of rights and benefits legally required under Section 71, Civil Law and Rule 5.9 including notification of pending termination, due process procedures, and right of application for reinstatement.