

WORKERS' COMPENSATION PROCESS FOR EMPLOYEES

- 1.

doctor's note to Workers' Compensation Manager in the Office of Human Resources.
b. **RELEASED TO MODIFIED** **Manager**

NOTE: FOLLOWING EACH DOCTOR'S VISIT, IT IS YOUR RESPONSIBILITY TO KEEP YOUR SUPERVISOR AND THE WORKERS' COMPENSATION MANAGER INFORMED OF YOUR STATUS IF YOU ARE ON MODIFIED WORK.

LOST TIME:

If you are taken off work by your physician, you must:

- x Provide the **Work Status Report OR doctor's note** to your supervisor immediately after your doctor's appointments until you are released to return to work.
- x Provide a written release to return to work to your supervisor before returning to your workplace.
- x **Notify the Workers' Compensation Manager immediately upon your return to work.**

NOTE: IF YOU ARE OFF WORK, IT IS YOUR RESPONSIBILITY TO KEEP YOUR SUPERVISOR AND THE WORKERS' COMPENSATION MANAGER INFORMED OF YOUR STATUS FOLLOWING EACH DOCTOR'S VISIT.

DISABILITY PAY:

For more information on benefits and how disability leave will affect your pay, please read the CSUB Workers' Compensation/Industrial Disability Leave Summary guide which is available in the Office of Human Resources.

QUESTIONS: Questions regarding these processes and requests for forms may be directed to: CSUB Workers' Compensation Manager, - X O at ~~559-278-2125~~ L Q