Instructions on Employee Injury Process

1. Make sure the employee incident form is filled out every time that an employee has an injury. This form will need to be sent to **Anju Nathan** – NathanA@wlwv.k12.or.us. Make sure that it has **the employee and administrator's / supervisor's signature.**

2. If the injury was the result of hazard on campus, it should be remedied or a work order submitted to Maintenance for assistance.

3. If the employee is going to go see a doctor, please have them come to the District Office and meet with Mary Hanks to complete an 801 form if they are able. If the injury needs immediate care, the 801 form can be completed at a later time.

4. Each time the worker goes to the doctor, they must submit a doctor's note to Human Resources showing any restrictions that are in place, their next appointment, or if they are released to full duty. The provider must give dates for the restrictions or if they are released to full duty. Some care providers have their own standard return to work forms- those are fine. **We must have a completed form from the doctor following every visit.**

5. **Putting in an absence in Frontline/Absence Management**- The first day of absence, and any claim related absences in the next two calendar days may be coded as Admin Leave with a doctor's note supporting the need to be off work. Connect with Mary Hanks regarding initiating your claim.

6. If an employee is going to be out for at least 5 days, an EPAR must be submitted.

7. If you have any questions, please call Human Resources.

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