

EMPLOYEE STATEMENT

Name: _____ Date of Injury: _____ Time of Injury: _____ AM/PM

Home Address: _____ Date of Birth: _____ SSN: _____

City: _____ State: _____ Zip: _____

Employee's Home Phone: _____ Employee's Mobile/Cell Phone: _____

What Happened? _____

Where did the incident occur? _____

Witness(es): _____ Witness' Telephone: _____

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Please list all Witnesses. If additional space is needed, attach a separate sheet.

Injuries: _____

All Body Parts Injured: _____

(Right, Left, Upper, Middle, and/or lower)

1. Use of Leave - If you lose time from work, you may choose one of the following:

- Elect to take earned sick leave for the required waiting period; go on workers compensation leave and begin drawing W/C weekly benefits.
- Elect to go on worker's compensation leave with no pay for the required waiting period; begin drawing W/C weekly benefits.
- Elect to supplement the worker's compensation weekly benefits with the use of partially earned sick leave, in accordance with the State Board of Education Worker's Compensation Policy. **All elections involving the use of earned sick leave are subject to their availability.**

2. Waiting Period – No compensation shall be paid for the first seven days of disability, unless the disability continues for more than 21 days. (Sick leave may be used for the first seven days.)

3. Worker's compensation Rate – Two-thirds of your average weekly wage during the 52 weeks preceding the date of the injury; it is not to exceed the maximum established by the N.C. Industrial Commission annually.

4. Medical Services/Referrals – Halifax Works is the only providers approved for workers' compensation. All referrals for specialty care must be approved by the Third-Party Administrator.

Witness – Workers' Comp Claims Processor

(1) Signature of Employee

Date

(2) I understand that it is my responsibility to complete the Form 18 (if applicable) and mail it to the North Carolina Industrial Commission.

(2) Signature of Employee

Date

(1) Your signature above certifies that you have read and understand the rules and procedures regarding the waiting period, how your average weekly wage is calculated, and the facility at which you MUST treat.