



## Policy

Title:	<b>Work Related Illness/Injury</b>
Effective Date:	Reviewed December 1, 2019
Approved By:	President’s Council
Responsible Party:	Vice-President for Human Resources
History:	9/8/16
Related Documents: Whistleblower Policy; Family and Medical Leave of Absence Policy; Non-Family and Medical Leaves of Absence Policy; Employee Incident Report.	

### I. PURPOSE

Salus University values its staff and strives to provide a safe work environment. The health and safety of every staff member, patient, student, visitor, and the environment are primary considerations in Salus’ continuous efforts to eliminate or reduce conditions and behaviors that could result in injuries or illnesses. Salus is committed to the principle that such a safety culture will help maintain staff member health, increase productivity, minimize lost work time, and reduce costs.

### II. DEFINITIONS

*Compensable Illness/Injury* means an illness or injury that has been deemed to be work-related under the PWCA.

*PWCA* means the Pennsylvania Workers Compensation Act and the regulations promulgated thereunder.

### III. POLICY

In accordance with the PWCA, Salus University is responsible for payment of medical care associated with a compensable illness/ injury provided treatment is obtained from a health care provider on the Salus University Workers’ Compensation panel of providers for the first ninety (90) days of illness/injury. The list of approved providers is posted at each work site.

### IV. PROCEDURE

#### A. Reporting an on-the-job illness/injury:

- All on-the-job illness/injuries, regardless of severity, are to be reported to the Office of Human Resources as soon as reasonably possible after they occur, but in no event later than leaving work or 8 hours after becoming aware of the injury or illness, whichever is earlier using an Employee Incident Report form. Employee Incident Report forms can be

obtained from the Security desk at each work location and/or the Office of Human Resources.

- Ill/Injured employees are required to sign an “Employee’s Rights and Duties” form in accordance with the PWCA every time an Incident Report form is completed. Completed forms are to be forwarded to the Office of Human Resources by the Security Officer on duty, the employee, or the employee’s supervisor immediately.
- All ill/injured employees are encouraged to seek medical treatment immediately. Initial treatment is coordinated by the Office of Human Resources.

The PWCA requires an employee to notify the employer within 21 days of experiencing a work-related illness/injury. Salus University requires employees to obtain treatment for a compensable illness/injury from one of the University’s approved health care providers. The panel of approved providers is posted at each worksite.

- All employees are encouraged to report damaged equipment or other dangerous work surroundings to the Office of Safety & Security in an effort to prevent workplace illnesses and injuries.

**B. Lost time and compensation:**

- An employee who reports an on-the-job illness/injury on the date of occurrence and seeks professional medical treatment from an approved provider on the date of occurrence as well, shall be paid for that day as if he or she had worked a full shift/day (i.e., at his or her regular rate of pay).
- Lost Work Time –Day 2 to Day 7 of Lost Time: Employees are required to use available vacation, sick and/or personal time for the first seven (7) calendar days of absence resulting from a compensable illness /injury.
- Lost Work Time - Greater Than 7 Days, but Less Than 21 Days: If a compensable illness/injury results in an absence lasting longer than 7 but less than 21 calendar days, Salus University’s workers’ compensation insurance carrier shall pay the ill/injured employee for the lost work time up to the maximum average weekly wage in accordance with the PWCA during this time period.
- Lost Work Time - 21 Days Or Greater: If a compensable illness/injury results in an absence lasting more than 21 days , Salus University’s workers’ compensation insurance carrier shall pay the lost work time up to the maximum average weekly wage in accordance with the PWCA back to the first date of lost work time.
- Compensation payments generally continue from the University’s workers compensation insurer until the staff member is no longer considered “disabled” in accordance with the PWCA.

- Partial disability compensation may be paid in the event that the employee returns to work on a reduced schedule basis.
- Family Medical Leave shall run concurrently with any compensable illness/injury for the first twelve (12) weeks of lost time.
- Employees that are out of work due to a compensable illness/injury for longer than twelve (12) weeks should request a Non-FMLA Medical Leave of Absence in writing from the Office of Human Resources.(See Non-FMLA Medical Leaves of Absence Policy)
- Employee time off benefits will continue to accrue for the first twelve (12) weeks of absence due to a compensable illness/injury.
- Employee health and dental insurance shall remain in place for the first twelve (12) weeks of lost time due to a compensable illness/injury and the employee is required to pay for the employee portion of their insurance premiums (as if they were at work).
- If the time away from work continues past twelve (12) weeks, employee health and dental insurance may be continued for a period of one year from the date of the occurrence of a the illness/injury, provided the employee has requested (and been approved) for a Non-FMLA Medical Leave of Absence and provided the employee continues to pay for his/her share of the insurance premiums during the period of absence.

**C. Returning to Work from a Compensable Illness/Injury:**

- An employee who is able to work must provide his or her supervisor with written medical authorization to return to work. If there is any question regarding an employee's ability to return to work, the situation must be reviewed by the Office of Human Resources.
- An employee may be entitled to return to work with restrictions or accommodations. In those instances, the Office of Human Resources will coordinate modified work duties with the employee's direct supervisor. Offers of modified work duties shall be issued from the Director of Human Resources in writing to the employee.