FMLA, ADA, LOA & WC

The Alphabet Soup of Managing Your Employee’s Absence from Work

BROUGHT TO YOU BY THE OFFICE OF HUMAN RESOURCES
Definitions

• **Workers’ compensation:**
  employer accepts liability for work injuries, regardless of fault.

• **Employee:**
  employees provide service and are paid by the employer MU, which includes student workers

• **Workers’ compensation benefits**
  Medical, hospital, prescription and durable medical equipment expenses related to the injury
  Indemnity benefits (lost wages) are paid for all days of disability, subject to a waiting period
Overview

This information is an overview. Keep in mind that there are timelines and deadlines as well as exceptions and variations.

Our goal – as supervisors and HR – is to cooperate with the injured employee to get him/her well and safely back to work.
Employee’s Roles & Responsibilities

• Be aware of and follow all safety rules and procedures
• Be aware of locations where the list of designated health care providers is posted in the event treatment would be needed for a work-related injury, such as Health Services, emergency rooms.
• Report all injuries to the supervisor or person in charge as soon as they occur
• Cooperate with investigations of accidents to prevent them from occurring again and to ensure all information is provided for the processing of injury claims
Supervisor’s Roles & Responsibilities
The Basics

- Ensure employees’ safety
- When an injury occurs, ensure prompt medical care
- Share with employees the procedures for reporting injuries
Ensuring safety

Remove clutter from hallways, staircases

Encourage safe work habits

Maintain safe work areas
Medical care

• Emergency medical care
  • take employee directly to Health Services or any other medical facility listed on the panel list

• If treatment is provided by a panel provider other than our Health Services, HR will need to file a claim which generates a claim number

• These types of claims are filed with the Commonwealth of Pennsylvania
Reporting Injuries

• All injuries must be reported regardless of severity

• Complete the employer and employee injury reports and send to the WC coordinator
Human Resources’ WC Coordinator’s Role & Responsibilities

- Process claims for work injuries
- Employee leave options
- Inservco claims adjusters
Absences

• WC coordinator works with the injured employee, the supervisor, physicians, Payroll and Inservco claims adjusters to get the employee back to work

• Supervisors prepare paper leave slips

• Send to HR for WC coordinators’ review and confirmation that the absence is in fact work-related injury
  • To verify work injury, confirm leave code