

STAFF ACCIDENTS AND WORKER'S COMP PROCESS

If you, as an employee of Wayland Union are injured at work or think the injury was caused by work, the following steps must be taken:

1. Complete the Employee Accident Form immediately (or within 24 hours).
The Employee Accident Form is located on the [Wayland staff quick links website](#), under Human Resource Forms. This is to be completed for any accident, even if treatment is not needed. This form/report can be completed by another employee on the injured employee's behalf.
2. If required, you, as the injured worker, should seek immediate medical attention after the injury. Once the Employee Accident Form has been completed, the employee seeking treatment will receive an email with the authorization to treat form. This form must be taken with them for their treatment. The form has the list of authorized Corewell Health locations for treatment (also listed below). By using this form, this will allow Corewell Health to send medical bills directly to the appropriate insurance company.
3. If you receive any medical bills relating to your workers' compensation injury, the medical bills will need to be submitted immediately to Emily Rottier: rottierr@waylandunion.org
4. Each time you go to the doctor, you will receive a work status report. This report needs to be provided to Emily Rottier **after each visit**. If your treating doctor releases you to return to work with modified restrictions, the district will need to verify they can reasonably accommodate your restrictions. An employee is required to have a return-to-work release form from their attending physician to return to their full regular duties.

Time off Work

Per Worker's Compensation laws, Wayland Union does not pay injured workers for the first seven days off work. However, you may **choose** to use your paid leave time (and be compensated). If you do not have any paid leave time available, you will go unpaid, and your payroll may be docked for unpaid time. After the 7th calendar day of absence, the district workers' compensation program will pay approximately 60% of your average weekly wages. If you are out 14 calendar days or more and did not receive pay for your first 7 days off, workers' compensation will pay you approximately 60% of your average wages for those days.

All wages paid to you by the district workers' compensation program are reported to the office of retirement services. You, as the employee, are required to reimburse the district for all required employee retirement contributions made on your behalf during this time.

Return to Work

All wages paid to you by the district workers' compensation program are reported to the office of retirement services. You, as the employee, are required to reimburse the district for all required employee retirement contributions made on your behalf during this time.

Upon your return to work, the retirement contributions made on your behalf will be collected via payroll deduction.