

WORKERS COMPENSATION

Attention Employee:

If you have been injured at work and have a medical note restricting you from working, this is the procedure that needs to be followed:

- The first three days of incapacitation are not covered by Workers' Compensation. However, the Woonsocket Education Department will cover the days at no loss of sick time to the individual. You must submit medical documentation stating the inability to work in order to be reimbursed your sick time.
- If you are injured at work and have a compensable injury, you are responsible for putting your absence on AESOP. Use the absence reason "Sick" for the time out. Your sick time will be deducted from your account and reimbursed when your Workers Compensation check is verified, in accordance to your union collective bargaining agreement.
- You are still responsible for your co-pay of medical and dental benefits. If you have exhausted all sick time and will not be receiving a check from the Woonsocket Education Department, you will need to contact the Benefits Specialist to make arrangements for payment. You are also responsible for Union Dues.
- If you are absent at a time in the future because of this injury, you must submit medical documentation if you wish to be reimbursed your sick time.

Please sign and date on the line below in acknowledgement of receiving this information.

Sign: _____ Date _____

OUR WORKERS COMPENSATION INSURANCE INFORMATION

RI Interlocal Risk Management Trust

501 Wampanoag Trail, Suite 301

East Providence, RI 02915

401-438-6511