

PROCEDURES FOR REPORTING A WORK RELATED INJURY

1. Report all work related injuries to your principal/supervisor immediately.
2. See the school nurse for initial medical treatment.
3. Complete a Danbury ISD Employee Accident Report. If the injured employee is not capable of completing the report because they have been transported for emergency care, the nurse may take the information over the phone at a later time.
4. The report must be signed by your principal/supervisor.
5. Employee accident reports must be delivered to the Director of Business Services **within 24 hours of injury**.
6. If you seek medical attention, you must submit a doctor's statement that indicates whether you are capable, or incapable of returning to work. It is the responsibility of the **injured employee** to provide all documentation from the physician as to whether they can return to work (or not) to their principal/supervisor **and** to Danbury ISD's Director of Business Services. If you have payroll deducted benefits and you are not receiving a Danbury ISD paycheck, you must make arrangements to pay for insurance premiums with the Danbury ISD business office.
7. Workers' compensation rules instruct insurance companies to pay the first week of temporary income benefits *after* the second week of absence. The Division of Workers' Compensation of TDI allows the use of accumulated employer benefits for the first week of absence due to a work related injury. Therefore, **if elected**, the first five days of absence will be paid through the Danbury ISD payroll system if you have sick and /or personal days available. The Paid Leave Election form must be signed in order to receive payment of days. If you do not have paid leave days available you will not receive pay for the first week of absence.
8. Elections may also be made for the use of sick and/or personal days in lieu of workers' compensation income benefits beyond the first week of absence. This election must be made on the Paid Leave Election Form.
9. **Dates of absence and return to work dates affect your claim and your paychecks.** When released from the doctor to return to work, you must first meet with your principal or department head to review your doctor's release to see if you are able to perform your job duties. Once you are cleared to return to work, you must then report to the Director of Business Services, in person. You must bring a copy of the Division of Worker's Compensation Work Status Report, DWC73. Please submit a copy of the DWC73 to your principal or department head. Your principal or department head will discuss return to work options, if any.

CONTACT INFORMATION:

Danbury ISD

Director of Business Services – Glenda K. Moore (979) 922-1218 x 1005

Superintendent – Eric Grimmatt (979) 922-1218 x 1001

Insurance Company

Claims Administrative Services (800) 765-2412

Division of Workers' Compensation www.tdi.state.tx.us/wc