

## Workers' Compensation Process

California law guarantees certain Workers' Compensation benefits to employees who are injured or become ill due to their jobs. If you are injured at work, please do the following:

1. Immediately report the injury/illness to your supervisor and complete an [Employee Incident Report](#).
2. Call the SIA (Schools Insurance Authority) nurse immediately at 1-877-742-3467 (toll free) to discuss treatment options.
3. After you have seen a physician, you will be given a "Work Status Report" form. Be sure to give a copy of this form to your supervisor and the Office of the Chief Academic Officer.
4. If you are released for modified/restricted duty, provide the modifications or restrictions to your supervisor and the Office of the Chief Academic Officer for review.
5. Follow all doctors' orders. Attend all scheduled appointments. Give a copy of your "Work Status Report" to your supervisor after each appointment.
6. When reporting an absence due to Workers' Compensation leave, please include the date of injury when filling out your absence report.

Remember, you may only report absences for work-related injuries to Workers' Compensation leave if you are taken off work by the doctor or if you are attending an appointment related to the injury. If the absence is not covered by a doctor's note, it will be deducted from your sick leave.

If you have any questions about the Workers' Compensation process, please call Laura Westlake at (916) 567-5855 or [lwestlake@natomasunified.org](mailto:lwestlake@natomasunified.org).

### **WORKERS' COMPENSATION FRAUD IS A FELONY**

Anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to \$50,000 and sent to prison for up to five years (Insurance Code Section 1871.4).