



EMPLOYEE INSTRUCTIONS WHEN INJURED ON THE JOB

1. **REPORT THE INJURY** to your Supervisor or Site Administrator (or their designee).
2. **CALL THE EARLY INTERVENTION NURSE (EIN) at Schools Insurance Authority (SIA) 1-877-742-3467.** If necessary, you will be directed for medical treatment at an occupational medical facility. **Seeking medical treatment prior to reporting your injury to the EIN will be considered self-procured treatment and the District will not be responsible for payment.**
3. **COMPLETE** the Accident Investigation form with your Supervisor or Site Administrator:
<https://lfweb.twinriversusd.org/Forms/EmployeeAccidentInvestigation>
4. **NOTIFY** a member of the Disability Management team in Human Resources of your injury:

René Wells	Maria Worthge	Saleshni Prasad
Human Resources Manager	Human Resources Technician, Senior	Human Resources Technician
PHONE: 916-566-1600 ext. 32113	PHONE: 916-566-1600 ext. 32109	PHONE: 916-566-1600 ext. 32110
EMAIL: Rene.Wells@trusd.net	EMAIL: Maria.Worthge@trusd.net	EMAIL: Saleshni.Prasad@trusd.net

THE NEXT DAY

5. **REPORT TO WORK UNLESS**
 - a) You have a medical note stating you have been placed off work.
 - b) You have been informed by Human Resources that your restrictions cannot be accommodated.
 - c) You are choosing to use your sick leave with the knowledge that it will not be credited back.

AFTER MEDICAL APPOINTMENTS

6. **IT IS YOUR RESPONSIBILITY** to immediately submit your medical work status after each appointment:
 - a) To your Supervisor.
 - b) To Disability@trusd.net or Fax 916-566-3599
 - c) When your doctor releases you to work **MODIFIED LIGHT DUTY** - Your supervisor and/or Human Resources will determine the type of modified light-duty work that is available for you. **When the District is able to provide modified light-duty work and you choose to remain off work, your sick leave will be charged.**
 - d) Continue providing medical work status to your Supervisor and Disability@trusd.net following each appointment until returning to **FULL DUTY**.

ABSENCES

7. **REPORTING ABSENCES** when related to your work injury you must:
 - a) Report your absence in RedRover using the reason code "illness".
 - b) Sick leave may be reimbursed once your claim is accepted.
 - c) Your sick leave may be reimbursed for medical appointments. If an entire day absence is used, *only the portion of the leave that applies to the appointment may be credited.* **

IMPORTANT: WITHOUT MEDICAL AUTHORIZATION FOR MISSED TIME YOUR SICK LEAVE WILL BE CHARGED.

**Education Code 44984 and 45192 under Industrial Accident Leave applies to "authorized leave" in conjunction with temporary disability payments covered by a medical release from work, up to 60 days or less. Appointments are not considered "authorized" leave. Therefore, the District strongly suggests scheduling your medical appointments whenever possible before or after your work hours. When applicable, the District will only reimburse sick leave for the time of your medical appointment using a "day" of Industrial Accident Leave if eligible. **