What do I do if I get injured at work? Policy 345

- Report to supervisor immediately; assess if treatment is needed or if you will waive treatment (your signature or email statement is required)
- If treatment is needed go to WorkMed. DO NOT GO TO YOUR OWN PHYSICIAN OR THE ER (UNLESS INJURIES ARE LIFE THREATENING) All you need to tell them is where you work and this is a workers compensation claim. No other paperwork from DSU is required

385 N 3050 E, St George, UT 84790 Hours: 8 a.m. - 5 p.m. M-F

If injuries do not require the ER but are serious, need attention and WorkMed is closed; please go to
Insta-Care 577 S. River Road St. George, UT 84790 Hours: 9:00 a.m. - 9 p.m. S-Sat

- Report to HR within 24 hrs; fill out claim form and email to HR
- Please report/give copies to supervisor and HR any work restrictions as directed by physician.
- Keep any follow up appointments WorkMed requires then report back any return to work directions (with copies) to supervisor and HR.

What do I do if I am sick or will miss work for more than 3 consecutive work days? Policy 346 and Policy 349

- Report to your supervisor immediately
- Contact HR
- Fill out DSU FMLA Application return ASAP
  Do you qualify?

  3.1 Employees who have been employed for at least one year and for at least 1,250 hours during the preceding twelve month period are eligible for family medical leave.

  3.1.1 For employees not eligible for family medical leave, the University will review business considerations and the individual circumstances involved.

- Is the leave due to your own sickness/injury?
  Turn in FMLA Medical Certification for Employee*

- Is the leave due to a family member's (definition in policy) sickness/injury/medical care needs?
  Turn in FMLA Medical Certification for Family Member*

  *These forms require Doctor’s signature and explanation of illness, work restrictions. Pregnancy/Paternity Leave- only the DSU FMLA Application is required

- A return to work doctor's clearance is **required in all cases** except for pregnancy and leave due to a family member's serious illness
- All leave **must be** reported in Empower with notes

**Questions? Need help? PLEASE ASK!**

Call/email Michelle Cabana cabana@dixie.edu x7523