



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Assistant Vice President, Office of
Risk Management and Insurance
Responsible Office: Office of Risk
Management and Insurance
Origination Date: October 1, 1998
Last Amended Date: June 24, 2014

WORKERS’ COMPENSATION POLICY

Policy Statement

The university provides workers’ compensation insurance to eligible employees (all full-time, part-time and wage account employees) for work-related illnesses and injuries that arise from, and occur in the course of, employment. Employees should follow the guidelines and procedures in the university’s [Workers’ Compensation Program](#).

Reason for Policy/Purpose

To provide employees with information concerning workers’ compensation insurance coverage as an exclusive remedy for accidental injury, occupational disease, or death arising out of and in the course of employment and to comply with applicable law.

Who Needs to Know This Policy

Faculty and staff

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WORKERS' COMPENSATION POLICY

Policy/Procedures¹

The Office of Risk Management administers the university's Workers' Compensation Program, and may utilize the services of a Third Party Administrator for claims processing.

Work-related injuries or illnesses may be covered under the university's Workers' Compensation Program. To be considered work-related, the injury or illness must arise out of and occur in the course of employment. When authorized by applicable workers' compensation laws ("Workers' Compensation Laws"), medical expenses related to the treatment of a work-related injury or illness are covered by the university's Workers' Compensation Program in response to properly submitted claims under the university's Workers' Compensation Program. Examples of covered expenses are doctor, hospital, and physical therapy visits, as well as surgical procedures, prescription medication, and medical equipment. Vocational benefits may also be authorized by the Workers' Compensation Laws.

The university's Workers' Compensation Program may also pay for lost income as a result of an employee's total inability to work due to a work-related injury or illness, provided that the injury or illness is compensable under the Workers' Compensation Laws. Payments for lost income are approximately 66 2/3% of an employee's wage loss, up to the maximum provided by the applicable Workers' Compensation Laws.

For employees in Washington, D.C. and Maryland, the employee must be out of work for a minimum of three days before becoming eligible for workers' compensation payments for work time lost. The employee may use accrued sick or annual leave during the first three days following the date of the injury or illness. If the employee is out of work for at least four days, but no more than thirteen days, and the employee's workers' compensation claim is approved, the Workers' Compensation Program will provide payment to the employee for such period in excess of the initial three days. If the employee is out of work for more than fourteen days, and the employee's workers' compensation claim is approved, the Workers' Compensation Program will provide payment to the employee, and will reimburse the employee for any sick or annual leave used during the initial three days.

For employees in Virginia, the employee must be out of work for a minimum of seven days before becoming eligible for workers' compensation payments for work time lost. The employee may use accrued sick or annual leave during the first seven days following the date of the injury or illness. If the employee is out of work for at least eight days, but no more than three weeks, and the employee's workers' compensation claim is approved,

¹ Information contained in this Policy is based on applicable workers' compensation laws as of the date this Policy was last amended. These laws may change from time to time. Further, the information in this policy is not intended to provide employees with legal advice. Employees with questions about the workers' compensation laws and their rights under the laws are encouraged to consult with the applicable workers' compensation commission and/or legal counsel.

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the Workers' Compensation Program will provide payment to the employee for such period in excess of the initial seven days. If the employee is out of work for more than three weeks, and the employee's workers' compensation claim is approved, the Workers' Compensation Program will provide payment to the employee commencing from the date of the injury or illness, and will reimburse the employee for any sick or annual leave used during the initial seven days.

Following a work-related injury or illness, an employee shall notify both his or her supervisor and the Office of Risk Management via [webform](#) immediately, or if medically unable to do so, as soon as possible. In addition, employees and their supervisors should sign an [Authorization for Medical Treatment Form](#), which should be taken to medical appointments. Employees in the District of Columbia should also acquire and file the required forms (DCWC [Forms 7](#) and [7A](#)) with the D.C. Office of Workers' Compensation and provide a copy to the Office of Risk Management. Similarly, employees in Virginia should acquire and file the required forms (VWC Form #5) with the Virginia Workers' Compensation Commission and provide a copy to the Office of Risk Management. Employees in Maryland should also acquire and file the required forms (MDWCC Form C-1 Online) with the Maryland Workers' Compensation Commission and provide a copy to the Office of Risk Management. These forms are available in the Forms/Instructions section of this policy or from the applicable workers' compensation commission. The Office of Risk Management can assist with obtaining relevant forms upon request.

The employee has an obligation to continue paying his or her cost of university voluntary benefits (such as the employee's portion of health, retirement, and pension benefits) while out on workers' compensation leave. An employee in this situation should contact [University Human Resources](#) for further information.

Where to Seek Immediate Medical Treatment

An employee who sustains a work related injury or illness requiring immediate medical attention should seek treatment from an appropriate facility or qualified physician of his or her choice. Urgent injuries should be treated at an appropriate location such as the nearest urgent care facility or hospital.

Prescription Cards

The university may supply prescription cards for covered injuries. An employee who has already purchased prescription medications for the covered injury may contact the Office of Risk Management concerning possible reimbursement under the Workers' Compensation Program.

Job Status

Approved workers' compensation does not automatically guarantee continued employment in the same or any other position at the university. Employees who believe they may need a reasonable accommodation in order to perform the essential functions of their job, including a period of leave, should promptly contact the university's Office of Equal Employment Opportunity.

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Applicability of University Leave Programs

Employees are responsible for reviewing and applying for any applicable university leave programs, including, e.g., Family and Medical Leave, Short Term Disability, and Long Term Disability. Please be aware that application for workers' compensation may affect eligibility for certain leave programs. Please contact the university's Benefits Administration Division for more information on university leave programs.

Additional Requirements

An employee on workers' compensation is responsible for keeping his or her supervisor and the Office of Risk Management informed of current work status through the submission of a disability slip or statement completed by the treating physician. All documentation from the treating physician noting the dates absent from work and the diagnosis of the work-related injury or illness must be provided to the Office of Risk Management immediately and/or the Third Party Administrator. If this documentation is not provided to the Office of Risk Management, the employee's continued absence from work may be considered unauthorized, and the workers' compensation benefits may be suspended.

When an employee has been released by his or her treating physician to return to work, the employee must notify the Office of Risk Management and the employee's supervisor. Written clearance to return to work may be required.

Workers' compensation claims are subject to investigation by the university and its Third Party Administrator. Full cooperation by the employee is essential and expected for the effective and timely management of claims.

Forms / Instructions

[Accident Reporting Kit](#)

[Authorization for Medical Treatment Form](#)

[DCWC Form 7: Employee's Notice of Accidental Injury or Occupational Disease](#)

[DCWC Form 7A: Employee Claim Application](#)

[VWC Form #5: Claim for Benefits](#)

[MDWCC Form C-1: Employee Claim Form \(online form\)](#)

Website Address for This Policy

[GW University Policies](#)

WORKERS' COMPENSATION POLICY

Contacts

Subject	Contact	Telephone	Email Address
Workers' Compensation	Risk Management	202-994-3265	jsbest@gwu.edu

Related Information

[Workers' Compensation Program](#)
[Employee Handbook](#)
[D.C. Department of Employment Services: Workers' Compensation](#)
[D.C. CODE § 32-1501 *et seq.*](#)
[D.C. MUN. REGS. tit. 7, ch. 2 *et seq.*](#)
[Virginia Workers' Compensation Commission](#)
[VIRGINIA CODE § 65.2 *et seq.*](#)
[16 VIRGINIA ADMINISTRATIVE CODE § 30-50-10 *et seq.*](#)
[Maryland Workers' Compensation Commission](#)
[MARYLAND CODE, LAB. & EMPL., Title 9 *et seq.*](#)
[MARYLAND ADMINISTRATIVE CODE, § 14-09 *et seq.*](#)

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer
Beth Nolan, Senior Vice President and General Counsel

History/Revision Dates

Origination Date: October 1, 1998
Last Amended Date: June 24, 2014
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