

WORKERS' COMPENSATION INJURY MEMORANDUM

TO:

FROM: Human Resources

DATE:

RE: WORKERS COMPENSATION INJURY ON

The Human Resources Department has received notification that you were recently injured in a work related accident. This memo confirms receipt of the first report of accident from your supervisor and serves as notice to you of the County's preliminary designation of any leave taken on or after the date of injury as Family and Medical Leave and will run concurrently with your Workers' Compensation leave.

You must submit to the Human Resources Department any bills received from a Panel Physician or specialist to whom you were referred by a panel physician. Bills for services performed outside the Physician's Panel are your responsibility unless the injury is determined to be an emergency.

If your claim resulted in a loss of time from work totaling more than seven (7) days, you may begin to receive a wage reimbursement check from the Insurance Carrier at your home address. You may receive a check from the Insurance Carrier or they may issue the check to Hanover County with reference to you. If you receive the check, you must bring all wage reimbursement checks to the Human Resources Department and endorse them payable to Hanover County. According to the Human Resources Policy Section 6.12, the County will continue to pay your full salary for a period not to exceed ninety days. After 90 days of full or partial lost time, you will receive 66 2/3 of your pre-injury salary. An employee may not receive more than 100% of his/her regular salary while on workers' compensation leave.

In cases where claims are denied by the Insurance Carrier, any work time you missed which was related to the injury will be charged to your earned leave balances. All medical expenses incurred by you and denied by the carrier will be your responsibility.

Please acknowledge receipt of this memorandum by signing and returning this copy to Human Resources. You should keep a copy for your records.

If you have any questions regarding this matter, please contact Victoria Mullen in the Human Resources Department at (804) 365-3372.

Employee's Signature

Date