The University carries insurance to cover the cost of work-incurred injury or occupational disease. Benefits help pay for medical treatment and part of any income an employee may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. <u>To be assured of maximum coverage, work-related accidents must be reported immediately to the supervisor and the Office of Human Resources which will file a timely claim.</u> North Carolina law requires reporting of on-the-job injuries within five (5) days after knowledge of an injury. Elon requires the accident be reported within 48 hours in order for processing to be completed in a timely manner.

There will be no compensation during the first seven (7) days of illness or injury absence due to a job related incident unless:

• An employee has unused sick leave and wishes to use this sick leave these seven (7) days; or

• An employee has no sick leave and wishes to use earned vacation during these seven (7) days (sick leave must be used before vacation).

• Employees cannot use vacation or sick time if they plan to be out 21 days or more.

Workers' Compensation begins on the eighth (8) day and compensation is based on 2/3 of an eligible employee's regular salary.

If an employee uses vacation or sick time for the first (7) days and is out more than (21) days the employee will have to pay those monies back to Elon and their vacation/sick hours will be reinstated to their account.

The employee normally will assume his/her former position upon return to work; however, if the employee is deemed unable to return to his/her former position due to restrictions arising from the illness/injury, then the University will make every reasonable effort to place the employee in another opening suitable for the University's needs.

Any benefits payable under Workers' Compensation are subject to approval by the Workers' Compensation insurer.

Below is the Accident Investigation Form for Worker's Compensation.
[Accident Investigation Form for Worker's Compensation](#)

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