

FREQUENTLY ASKED QUESTIONS

WORKERS' COMPENSATION

WHAT IF I HAVE AND ACCIDENT OR INJURE MYSELF WHILE AT-WORK OR PERFORMING A WORK FUNCTION?

Immediately notify your supervisor. Read the Workers' Compensation Procedures on the ODU, HR Benefits webpage. Complete and forward the Workers' Compensation Accident/Injury report to HR Benefits within two days of the accident/injury. The Report is available on the ODU, HR Benefits webpage and HR forms page.

WHO CAN I CONTACT IF I HAVE QUESTIONS ABOUT WORKERS' COMPENSATION?

Contact the Human Resources Benefits Office at 757-683-4196, cbenson@odu.edu or chollemb@odu.edu.

DO I NEED TO COMPLETE THE ACCIDENT/INJURY REPORT BEFORE I SEEK MEDICAL TREATMENT?

Yes, unless emergency medical treatment is required.

DO I NEED TO REPORT MY ACCIDENT/INJURY EVEN IF I DON'T THINK I WILL NEED MEDICAL ATTENTION?

Yes. There are time limits on reporting accidents/injuries.

Can/should I use my own doctor to treat my work related injury?

No. A part of reporting your accident is the selection of a Workers' Compensation panel physician to treat your injury. Non-emergency medical treatment provided by other than a panel physician may not be paid by Workers' Compensation.

AM I REQUIRED TO SEEK MEDICAL TREATMENT FOR A WORK RELATED ACCIDENT/INJURY?

No. You select a panel physician at the time of your accident/injury to provide treatment if/when necessary.

WILL WORKERS' COMPENSATION COVER MEDICAL TREATMENT RESULTING FROM MY WORK RELATED ACCIDENT/INJURY?

Yes, once a review and certification of your accident has been completed by the State's Worker's Compensation Office in Richmond.

HOW DO I REPORT MY ABSENCE(S) FROM WORK THAT RESULT FROM MY WORK RELATED ACCIDENT/INJURY?

For the pay period in which you have the absence(s), submit a Classified Exempt or Non-exempt Manual Timesheet to Payroll. Do not complete a LEO (WTE) timesheet for that pay period. Faculty and faculty administrators should report their absence by e-mail to HR Benefits cc their administrator/department chair.

WILL MY WORKERS' COMPENSATION ABSENCES BE CHARGED TO MY LEAVE BALANCES?

Yes. Initially your absence will be charged to your sick leave, and then depending on your Sick Leave Program (accrual or VSDP) and the length and/or frequency of you absence(s), your sick leave may be eligible for restoration.