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I. REPORTING OF WORK-RELATED INJURY

Employees are should follow the below steps when suffering a work-related injury:

1. Report the injury to your supervisor as soon as reasonably possible, but in no event later than 24 hours from the time of injury.
2. If medically necessary, you will be taken or sent to the nearest medical provider.
3. Obtain a Workers' Compensation Authorization/Medical Provider form to take to the physician.
4. Seek appropriate medical attention from the list of Workers' Compensation Preferred Providers from the Department of Human Resources
5. Notify Human Resources immediately in catastrophic cases, which include but are not limited to amputations, loss of one or both eyes, or the hospitalization of any employee.

Deadline requirements may be adjusted for extenuating circumstances.

In the event of a life-threatening emergency, dial 911 immediately.

II. RETURNING TO WORK

A. Immediate Return-to-Work

If an authorized physician permits the employee's immediate return to work, the employee may return immediately. Employees who are returning to work shall follow all medical restrictions without exception. If the employee's authorized physician provides documentation requiring medical restrictions that may require a modification of the employee's duties, the employee shall

provide the documentation to the employee's supervisor prior to resuming duties and follow the requirements of the Return-to-Work Program.

B. Delayed Return-to-Work

If an authorized physician prohibits the employee's immediate return to work, the employee must obtain and provide written documentation of the prohibition from the authorized physician. Documentation must be submitted and processed as follows:

1. The documentation must be given to the employee's supervisor within twenty-four (24) hours of it being issued to the employee.
2. All subsequent documentation provided by an authorized physician, including but not limited to return-to-work authorizations and restriction orders, must be given to the employee's supervisor within twenty-four (24) hours of it being issued to the employee.
3. The N.C. Employee's Incident Report and Leave Option form must be provided to the employee's supervisor within twenty-four (24) hours of the injury.
4. The employee's supervisor shall submit all written documentation to the Department of Human Resources as soon as reasonably possible.
5. Follow any transitional duty assigned as a part of the college the employee's Return-to-Work Program.

Employees will not be permitted to resume duties until the Department of Human Resources has received a valid authorization from an authorized physician. Deadline requirements may be adjusted for extenuating circumstances.

C. Return-to-Work Program

Upon receiving documentation requiring medical restrictions that require a modification of the employee's duties, the employee's supervisor will immediately provide the documentation to the Department of Human Resources to evaluate the need for a Return-to-Work Program. If applicable, the employee shall follow any transitional duty assigned as part of the employee's Return-to-Work Program.

III. SERIOUS MEDICAL CONDITIONS AND FAMILY MEDICAL LEAVE

When the compensated injury or illness is deemed a serious medical condition, the Workers' Compensation absences will run concurrent with the Family Medical Leave in accordance with the Family Medical Leave Act to provide job protection for the injured or ill employee.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None

Policy Manual Cross-References	None

POLICY HISTORY

December 2016	Adopted.
November 18, 2026	Reorganized as Procedure 3.2.9.1 - Requesting Workers' Compensation & Disability Benefits