

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Benefits - A Quick Reference on Job Injuries

Supervisors: Please feel free to print this reference guide and post it where your workers can view it.

- Tell your supervisor about the injury immediately.
- Get immediate medical attention. You must receive treatment at the designated medical center for your campus unless the nature of the injury dictates otherwise. The Citadel uses Concentra 554-6737.
- Tell the doctor you were injured on the job
- As soon as possible, complete an Employee Injury Report and give it to your supervisor.
- Give your supervisor any statements you receive from your doctor concerning your condition, or your return to work status.
- If your doctor says you must miss work due to the injury, complete a Workers' Compensation Salary Benefit Option Request form and elect whether you want to use annual leave and/or sick leave, receive Workers' Compensation or a pro rata combination of both.

For more information, call the Human Resources Department at 953-5376.