

# Workers' Compensation (WC) Benefits\*

## Medical Benefits – Leave – Compensation

Employee/Plan Type	Notification Requirements	Waiting Period	Medical Benefits	Compensation	Return-to-Work Requirements
<b>Faculty and Staff</b> <ul style="list-style-type: none"> <li>Traditional Sick Leave Plan</li> </ul>	<p><b>Inform</b> supervisor of accident <i>as soon as possible</i>.</p> <p><b>Complete</b> the University's Accident Report Form <i>and</i> Physician Selection Form.</p> <p><b>Deliver</b> completed forms to Employee Health Services <i>within 24 hours</i> of the accident.</p>	<p><b>7 calendar days</b> to receive <i>WC leave</i> – if eligible <i>and</i> WC office authorizes.</p> <p>Or use accrued leave to cover waiting period.</p>	<p><b>Forward</b> injury/illness-related medical bills** to VCU WC office for payment by MCI (third-party administrator).</p> <p>.....</p> <p>**as part of medical treatment recommended by panel physician</p>	<p>May be eligible for up to <b>92 calendar days</b> of <i>WC leave</i>.</p>	<p><b>Comply</b> with panel physician's treatment plan (including reduced hours, light-duty, and other job modifications).</p> <p><b>Provide</b> supervisor with doctor's note <i>before</i> returning to work.</p>
<ul style="list-style-type: none"> <li>Virginia Sickness and Disability Plan (VSDP)</li> </ul>	<p><b>Inform</b> supervisor of accident <i>as soon as possible</i>.</p> <p><b>Complete</b> the University's Accident Report Form <i>and</i> Physician Selection Form.</p> <p><b>Deliver</b> completed forms to Employee Health Services <i>within 24 hours</i> of the accident.</p> <p><b>Call</b> UnumProvident (third-party administrator) at 1-800-652-5602 <i>if out 7 calendar days</i>.</p> <p><b>Call</b> VCU Leave Administration at 828-1712 to report contact with UnumProvident</p>	<p><b>7 calendar days</b> to receive <i>WC disability benefits</i>.</p> <p>Must use accrued leave to cover waiting period.</p>	<p>Same as above.</p>	<p>May be eligible for up to <b>125 workdays</b> of <i>supplemental income</i> to the WC benefit.</p>	<p><b>Comply</b> with panel physician's treatment plan (including reduced hours, light-duty, and other job modifications).</p> <p><b>Provide</b> supervisor <i>and</i> VCU Leave Administration with doctor's note <i>before</i> returning to work.</p>
<b>All Other Employees</b> <ul style="list-style-type: none"> <li>Adjunct faculty</li> <li>Hourly workers</li> <li>Student workers</li> <li>Graduate assistants</li> <li>Post-doctoral fellows</li> </ul>	<p><b>Inform</b> supervisor of accident <i>as soon as possible</i>.</p> <p><b>Complete</b> the University's Accident Report Form <i>and</i> Physician Selection Form.</p> <p><b>Deliver</b> completed forms to Employee Health Services <i>within 24 hours</i> of the accident.</p>	<p><b>7 calendar days</b> to receive <i>WC lost-time benefits</i>.</p>	<p>Same as above.</p>	<p>MCI (third-party administrator) pays <b>66 2/3%</b> of <i>average weekly wage</i> – for time employee has been disabled from work beginning on <i>8th day</i> of disability.</p>	<p><b>Comply</b> with panel physician's treatment plan (including reduced hours, light-duty, and other job modifications).</p> <p><b>Provide</b> supervisor with doctor's note <i>before</i> returning to work.</p>

\*For more information and forms, go to <http://www.hr.vcu.edu/workerscomp/index.htm>.

For assistance, e-mail [workcomp@vcu.edu](mailto:workcomp@vcu.edu) or call (804) 828-1533.