



RISK MANAGEMENT

ACCIDENT AND ILLNESS

In the event of injury or illness during working hours, the injured employee's Immediate Supervisor or designee will assume responsibility for the employee receiving immediate medical treatment or transportation to Concentra or to the Emergency Room of their choice.

WORKERS' COMPENSATION

Employees are insured for work-related injuries in accordance with state requirements. If you are injured at work, you must notify your supervisor immediately. Employees will not be retaliated against for reported work-related injuries and illnesses. Employees who engage in behavior that contributes to an unsafe act or condition may be subject to discipline.

The Immediate Supervisor is responsible for completing the Supervisor's Report section of the Accident and Injury Report and submitting it within 24 hours to the Human Resources Director.

1. **Confirmation of Injury/Illness:** Whenever an employee is absent because of illness or injury, the Agency may take whatever steps are reasonably necessary to confirm the nature and extent of such illness or injury. In the case of work-related illness or injuries, the Agency may investigate the circumstances and otherwise verify if the illness or injury was work-related and assure proper treatment has been taken.
2. **Return to Work:** An employee who fails to return to work at the end of an approved medical absence will be considered to have voluntarily resigned.
3. **Release to Work:** Employees returning from a medical absence will be required to provide certification from a physician of their ability to perform their regular work safely and satisfactorily.
4. **Modified Duty:** Sunshine Village may offer employees who have been injured on the job modified duty on an interim basis. In the event Sunshine Village elects to offer the employee modified duty, the employee must report for work at the time specified, if the Treating Physician has released the employee to return to work in the modified position. Any employee who refuses to return to modified duty which has been approved by their treating physician will be subject to discipline up to and including dismissal.
5. **Fraudulent Claims:** An employee filing a fraudulent claim will be disciplined up to and including dismissal and may face charges for insurance fraud.
6. **Life Threatening Illness:** It is the policy of Sunshine Village to allow employees who have a life threatening illness, who are deemed medically fit, to continue employment by providing reasonable work accommodations for them while preserving the safety of all our consumers and employees.

7. **Non-Work Related Injury:** Sunshine Village may, on a limited basis, offer light/ modified duty, as able to accommodate, to an employee who has been injured off the job. Supporting medical documentation including restrictions and duration will be required.