



XAVIER UNIVERSITY

Workers' Compensation/On the Job Injuries

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. POLICY

Xavier University staff members are covered by the Worker's Compensation Laws of the State of Ohio. Worker's Compensation Insurance provides the employee with a percentage of their average earning, when they are off work due to a work-related injury or illness.

B. PROCEDURE

1. Employees should report an injury to their supervisor or the person in charge as soon as possible.
2. Complete an *Injury/Illness Report* at:

<http://www.xavier.edu/hr/forms/injuryillnessreport.pdf>

If seeking medical attention, complete paperwork for Workers' Compensation. Contact the Office of Human Resources for paper work and claims consultation.