



modified or alternate work whenever possible. After reporting to the supervisor, if the injured worker has a work restriction or is temporarily disabled from work, **IMMEDIATELY** contact the Return-to-Work Coordinator with SIA (916) 364-1281 for work related injuries and Disability Management (916) 643-9421 for non-work related injuries for approval to return to work.

**Temporary Transitional Work Program Alternate Site:** The temporary duty work assignment timesheet are available for both work and non-work related injuries. The timesheet must be completed, signed by the site administrator/supervisor and the employee. Once complete, fax or email to the permanent site and Disability Management.

**Permanent Restrictions:** The District will comply with all federal, state and local laws and regulations requiring the accommodation of disabled employees. Contact Disability Management (916) 643-9421 if you have a permanent disability that will affect your performance at work.

**Doctor Appointment/Physical Therapy Appointments:** Appointments are to be scheduled before or after work whenever possible to prevent sick leave dock or wage loss. This applies to follow-up appointments and physical therapy as well. Workers' Compensation will not pick up benefits for lost time or wages due to medical appointments.

**Doctor's Statement/Medical Appointment:** The injured worker must provide the original medical slip to their supervisor immediately following his/her medical appointment. The supervisor will forward the original doctor's statement to Disability Management, in order to prevent payroll interruptions or holds.

**Reporting Absences:** Report Workers' Compensation absences, doctor's appointments and therapy as "SLIA" (sick leave industrial accident) on the monthly absence report. Non-work related injuries should be reported as "sick".

Please contact Disability Management at (916) 643-9421 if you have any questions or concerns.

## INJURY/ILLNESS PHONE DIRECTORY

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Schools Insurance Authority Workers' Compensation  
P.O. Box 276710  
Sacramento, CA 95827-6710  
916-364-1281 (Phone)  
916-364-2421 (Fax)

NEW INJURY REPORTING:

Reporting Line 916-643-9299

RETURN TO WORK QUESTIONS:

Return to Work Unit 916-364-1281

EXISTING CLAIM QUESTIONS:

916-364-1281

PAYROLL and DISABILITY RELATED QUESTIONS:

916-643-9421

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Department of Risk & Disability Management  
SCUSD - BOX 840  
916-643-9421 (Phone)  
916-399-2056 (Fax)

NEW INJURY REPORTING Non-Work Related:

Reporting Line 916-643-9421

RETURN TO WORK QUESTIONS:

Return to Work 916-643-9421

PAYROLL and DISABILITY RELATED QUESTIONS:

Work related/Non work related 916-643-9421