TO: University of Hawaii at Hilo Campus
FROM: Debra Fitzsimons, Vice Chancellor for Administrative Affairs
DATE: June 7, 2010
SUBJECT: Workers' Compensation Benefit Information

Aloha. The University of Hawaii at Hilo provides Workers' Compensation benefits to eligible UHH employees and volunteers. We value the health and safety of all UHH employees and volunteers. Our mission and vision incorporate programs and policies that ensure UHH provides a safe environment in which to conduct business and in which to learn.

If you have any questions or comments regarding the UHH Workers' Compensation Program, please feel free to contact Ken Ikeda, the Workers' Compensation Coordinator at (808) 933-3300 or by email at keni@hawaii.edu.

Important Information

In the event you are injured or become ill at work, you need to immediately notify your supervisor, Human Resources office, or Workers' Compensation Coordinator (WCC) about your injury/illness, if you will be seeking medical attention beyond first aid, and intend to file for workers' compensation. Per the Workers' Compensation Laws, the University must notify the Department of Labor, Workers' Compensation Division of a reported injury/illness within 7 days. Failure to do so may result in fines to the University.

Information on what to do in the event of a work related injury/illness, including the latest forms, can be found on the UHH Worker's Compensation Information page:

http://www.uhh.hawaii.edu/uhh/ehso/WorkersCompensationInformation.php

Information is available for employees as well as supervisors. As a reminder, you must submit the following forms to the WCC:

- **UH Form 79 - Report of Work-Related Injury/Illness** (to be filled out by employee, supervisor, and Workers Compensation Coordinator)
- **UH Form 41 Sick/Vacation Pay During Receipt of Workers' Compensation Disability Benefits** (to be filled out by employee)

Please note that both of these forms must be filled out completely even though no time is lost from work due to the injury/illness. In particular, the UH Form 41 must be completed properly to ensure that the employee receives his/her wage loss benefits as applicable. Information on completing the form is also available on the UHH Workers' Compensation Information page.

If you require information regarding the status of your claim, please feel free to contact the WCC listed above. As a supervisor, if your employee approaches you regarding the status of their claim or asking for more information, please direct them to the WCC.