When an Employee reports work-related injury or illness.

Supervisor’s Responsibility

☐ Give Employee “Report of Work-Related Injury/Illness” form, UH From 79, Attachment 1, to complete Section 1, Employee’s Statement and return to supervisor.

☐ Give Employee “Highlights of Workers’ Compensation Law” handout, Attachment 2.

☐ Give Employee “What to do for Work-Related Injury/Illness” handout, Attachment 3.

☐ Give Employee “Time-Off for Treatment of Work-Related Injury/Illness” form, Attachment 4. This form must be completed each time the Employee goes for treatment while working. Turn in completed forms to UH Hilo Human Resources.

☐ Give Employee “Sick/Vacation Pay During Receipt of Workers’ Compensation Disability Benefits” form, Attachment 6 to complete and return to supervisor.

☐ Have Employee complete an “Application for Leave of Absence,” UH Form 1. Leave the “Hours” section blank. The WC Coordinator will fill in upon calculation of benefits.


☐ If the Employee is a student, copy the Student Employment Work Agreement

Submit the following originals to UH Hilo Human Resources Office within five (5) days of supervisor’s notification of workers’ compensation claim:

☐ If student employee, submit copy of Student Employment Work Agreement