

## **Workers Compensation Administrative Guidelines and FAQs**

### **Q. What do I do if I incur a work-related injury?**

*Report your injury to your manager, HR manager, and ConvaTec benefits at [Benefits@ConvaTec.com](mailto:Benefits@ConvaTec.com) immediately. You will also need to complete the Reporting a Work-Related Injury form located on [www.convatecbenefits.com](http://www.convatecbenefits.com) under Compliance and submit to [Benefits@ConvaTec.com](mailto:Benefits@ConvaTec.com).*

### **Q. What happens next?**

- *Upon receipt of your completed Reporting a Work-Related Injury form, and as soon as administratively feasible, a member of the ConvaTec Benefits team will initiate a Workers Compensation claim at Liberty Mutual on your behalf.*
- *Once a Workers Compensation claim has been opened on your behalf and your claim number has been created, a member of the ConvaTec benefit's team will provide you with your assigned claim number and contact information for Liberty Mutual or your applicable state jurisdiction.*
- *You will be assigned a Workers Compensation claim adjuster who will be in contact with you to review your injury, condition, and details of your claim and any additional required action.*
- *Retain your Workers Compensation Claim number and adjuster's name and contact information for questions and future reference. You may need to supply this information to your medical providers.*

### **Q. What do I do if I need to see a physician?**

*Except in cases of an emergency, you may be required to visit an approved Workers Compensation provider. To obtain a listing of approved providers, please contact Liberty Mutual or your applicable state jurisdiction using the contact information supplied by the ConvaTec Benefits team.*

### **Q. What is expected of me if I am unable to work due to my work-related injury?**

*You are required to notify your Workers Compensation claim adjuster, your manager, HR manager, and the ConvaTec Benefits team to advise of your anticipated absence, any work restrictions or modifications to your work schedule required to allow for doctors' appointments and/or treatment, and your anticipated return to work. In addition, you must provide periodic updates to all parties to ensure a smooth return to work as well as any required accommodations.*

### **Q. If I filed a Workers Compensation claim, am I still eligible for FMLA?**

*Yes. Your Workers Compensation claim does not impact your eligibility for FMLA. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:*

- *For incapacity, due to pregnancy, prenatal medical care or child birth;*
- *To care for the employee's child after birth, or placement for adoption or foster care;*
- *To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or*
- *For a serious health condition that makes the employee unable to perform the employee's job.*

**Q. How do I file an FMLA claim?**

*Contact Prudential's toll-free number at **1-877-367-7781** and a knowledgeable Prudential Intake Specialist can assist with questions on your eligibility for FMLA and filing your claim.*

**Q. How will I be compensated during my absence?**

*If you are unable to work due to a work-related injury, your compensation through ConvaTec payroll will cease and you will be compensated through either Liberty Mutual directly or through your applicable state jurisdiction.*

**Q. What happens to my benefits from ConvaTec, if I am not receiving compensation from ConvaTec payroll during my period of absence?**

*There will be no disruption of your benefits. Upon your return to work, ConvaTec benefits will coordinate a reasonable repayment plan to bring you current with your missed benefit premiums. Upon your return to work, ConvaTec Benefits will calculate and propose three options via email for your missed premiums. Agreed repayment will be sent to ConvaTec Payroll to begin with your first full paycheck received.*

**Q. My work-related injury did not result in missed time from work. Am I responsible for my medical bills resulting from my work-related injury?**

*No. However, please contact your Workers Compensation claim adjuster for additional questions and steps for potential reimbursement.*

**Q. What do I do if my physician suggests return to work accommodations?**

*Notify your Workers Compensation claim adjuster, your manager, HR manager, and the ConvaTec Benefits team to advise of your anticipated absence and anticipated return to work. A doctor's note may be required providing the duration and details of your return to work accommodation.*