Notice Requirements

For A

Work-Related Injury

If you are injured at work as a result of an accident or by repetitive trauma, you are required to give notice to your employer either orally or in writing within the earliest of: 1) 20 calendar days from the date of the accident or the date of injury by repetitive trauma; 2) 20 calendar days from the date you sought medical treatment; or 3) 10 calendar days after you last worked for your employer.

If you give notice orally, you must notify the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name of department or position) currently staffed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name of person). Notice to any other department, position or individual shall be insufficient and your claim **shall** denied as untimely.

If you give notice in writing, you must send notice to a supervisor or manager at your principal location of employment.

Your notice, whether provided orally or in writing, shall include the time, date, place, person injured and particulars of such injury including but not limited to the body parts that you injured. Your notice must clearly state you are claiming benefits under the Workers Compensation Act or you have suffered a work-related injury.

I acknowledge that I received a copy of this document. I have read or had it read to me and I understand it.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Signature Print Name