

San Leandro Unified School District

Workplace Injury

***If your injury requires that you receive emergency medical treatment,
CALL 911***

We are sorry to hear that you have been injured on the job and are providing you with the following information to assist you in your treatment and recovery efforts.

In order to seek medical treatment for non life-threatening injuries, please do the following:

- 1. Report the incident to CoNurse by calling 1-877-518-6702**
- 2. Complete the Employee Accident Report** Please provide information in as much detail as possible regarding the incident and the body part(s) affected as a result. Please indicate if you require medical attention and if so, where you intend on seeking medical treatment.
- 3. Choose to seek initial treatment at either CONCENTRA or Kaiser On-The-Job** (unless you have predesignated a doctor and the appropriate paperwork is on file in the Personnel Office **prior** to your injury). The available treatment locations are:

CONCENTRA
13939 E 14th Street
San Leandro, CA 94578

Kaiser On-The-Job
3553 Whipple Road Bldg. B
Union City, CA 94587

In the event where initial treatment is required after hours or on an emergency basis, the available treatment locations are:

San Leandro Hospital

Kaiser Foundation Hospital

AFTER YOU HAVE BEEN TREATED:

As an employee of San Leandro Unified School District, it is YOUR responsibility to provide the District with work status reports from your doctor regarding your ability to work. You must provide the Benefits Office with written verification regarding the status of your industrial injury after the initial treatment appointment, and after each and every subsequent medical appointment.

The work status report from each follow-up medical appointment must be provided to the Benefits Office BEFORE you return to your worksite. If the work status report includes any limitations or work restrictions from your physician, the Benefits Office will work with you and your supervisor to develop reasonable accommodations whenever possible.

Please be aware that if you are unable to report to work based on the advice of your personal physician (non-work related physician) or for personal reasons (unexcused), your absence will not be considered part of your workers' compensation claim and will be charged against your personal leave. In addition, time taken off during your scheduled work hours to attend your workers' compensation doctor appointments and/or therapy will be charged against your personal leave.

We wish you the best for a prompt recovery.

If you have any questions, please contact:

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