

Claim acceptance and school obligations



If the employee needs time off work, modified duties or varied hours, they must provide the school with a Certificate of Capacity.

Pay initial time off work

If the employee's claim is accepted, the school is liable to pay the first 10 days of their incapacity. After the first 10 days have been paid, the Workers' Compensation Insurer will reimburse the school for any further weekly payments made to the employee before they return to full duties.

If the Workers' Compensation Claim is accepted by the Insurer, the school must re-credit any personal leave that has been deducted from the employee since the date of injury.

Accident make up pay (if applicable)

Under clause 46 of the *Victorian Catholic Education Multi Enterprise Agreement 2013* (VCEMEA), the school is responsible for making up the difference between the weekly benefit paid if an employee is absent from work due to the accepted illness or injury. This make-up pay lasts for a period of 26 calendar weeks from the date of injury.

Pay initial medical expenses

The school is liable for the Workers' Compensation excess (which changes annually) for the costs of medical treatment provided to the employee. The school must keep copies of all invoices or receipts and forward them to the Workers' Compensation Insurer once the excess amount has been paid.

Stay in touch

If the employee requires time off work, the school should stay in touch with the employee while they are absent and discuss what they *can* do at work rather than what they *can't*. *Once the claim exceeds 52 weeks the obligations of the school may need to be reviewed; schools are encouraged to seek appropriate advice.*

Forward any certificates of capacity to the Worker's Compensation insurer

Forward all Certificates of Capacity to the Workers' Compensation Insurer as soon as the school receives them. This allows the Workers' Compensation Insurer to keep track of how much the school has paid the employee and to make any adjustments, as the level of weekly payments decreases over time.

If the claim has not been accepted

If the employee's Workers' Compensation claim has not been accepted, contact the Workers' Compensation Insurer for further information and options for both the school and employee.



Resources

- Certificate of capacity
- *Victorian Catholic Education Multi Enterprise Agreement 2013* (clause 46)