

### **-Workers Compensation-**

On-the-job injuries are covered by our Workers Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their Supervisor and HR manager. An accident/injury form from the employee website is to be filled out for any injury or incidence and turned into the HR manager within 24 hours. If the injury did not require immediate care (ER or Urgent Care) employees must report to Michigan Gutters designated place of care for any possible workers' comp claim. Currently all employees should go to Munson Community Health Center. A Drug and Alcohol test will be conducted on all compensation claims. Failure to follow Michigan Gutters Inc procedures may affect the ability of the employee to receive Workers Compensation benefits. If an appointment is needed/wanted contact the HR department for scheduling.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. MGI will determine based on restrictions what duties can be performed until the employee can return to their regularly scheduled duties.