

WORKER'S COMPENSATION INSURANCE (P 50 35)

W-2

The Potomac Conference provides Worker's Compensation insurance for all employees. If an employee is injured during the course of his conference-assigned duties, such should be *immediately phoned* to the Potomac Conference insurance /property manager who will take any necessary action.

Any salary continuation payments made to the employee by the Worker's Compensation insurance carrier are to be returned to the Potomac Conference for such period of time as the worker was continued on full salary and allowances.

Any settlement by Worker's Compensation for personal injuries belongs to the worker.

Any medical bills paid by Worker's Compensation insurance are not reportable under the conference Health Care Assistance policy.

Time off due to Worker's Compensation injury or illness for employees may be coordinated with the leave provisions under the Family and Medical Leave of Absence policy.