

BASIC RIGHTS AND RESPONSIBILITIES OF AN INJURED EMPLOYEE

1. Verbal report of injury to management as soon as possible-request form CA-1.
2. Complete form CA-I on date of injury if possible or within 2 days- and no later than JO days. Failure to file within 30 days will result in denial of continuation of pay (COP) but not OWCP benefits.
3. Do not be coerced into choosing annual or sick leave on form CA-I, if you want COP. Maximum length of COP is 45 calendar days.
4. **Be sure** to get a receipt for the form CA-1! Receipt is printed on the instruction sheet attached to each form.
5. Ask to see a Union Representative if management refuses COP or if you are asked to sign **anything** other than the CA-I.
6. Inform management that you wish to be examined and treated by **your own doctor**. Request Form CA-16, Authorization for Payment for Medical Treatment. This form must be provided within 4 hours of injury. Take form CA-16 with you to your doctor. Management can require a pre-treatment medical exam by a Postal or Contract Physician. This exam should be done promptly after the injury and **does not interfere with your right to seek care from your** chosen physician.
7. Submit medical documentation from your doctor within 10 days from the date of the CA-I. Failure to do so allows management to stop your COP.
8. If your doctor authorizes you to return to work on limited duty report those restrictions/limitations to your supervisor on Form CA-17. It is management's responsibility to find a job that meets your limitations.
9. Cooperate with management in fulfilling your limited duty assignment but always follow your doctor's restrictions! Report management's failure to comply with your restrictions to your union representative. Also inform OWCP in writing and request their assistance or instructions.
10. Management is **not authorized to accompany you to your doctor's office** or the hospital unless it is an emergency. **Management is forbidden by law from contacting your doctor by** telephone or in person. Management may request from your doctor an update on your restrictions/limitations. This request must be in writing.
11. Follow all instruction received from OWCP and the Department of Labor. If you have further questions, contact the NRLCA OWCP Representative, Mike Watson at (503) 653-2911 or call Devin Cassidy at NRLCA HQ 703-684-5545.