

Workers' Compensation Claims Reporting Process

Catholic Charities provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers disability incurred through accident or occupational disease arising out of, and in the course of, employment that requires medical, surgical, or hospital treatment. **In order to be eligible for workers' compensation benefits, the injured person must be a paid employee of Catholic Charities.**

Coverage for Catholic Charities workers' compensation insurance is being administered by **Zurich Insurance**. Eligibility for workers' compensation benefits is determined solely by their representatives.

To report a work related injury or illness, please follow the procedure below:

- **All** work-related injuries or illnesses should be reported immediately to the employee's supervisor within 24 hours.
- The supervisor or Regional Director should complete the **Workers' Compensation Reporting Form** (*Note: This form is a fillable PFD document.*)
- Send the completed form via e-mail to Rachelle Landis Rachelle.Landis@ccharitiesdor.org and copy Michal Dawson Michael.Dawson@ccharitiesdor.org within 24 hours after knowledge of the injury or accident.
- Please direct any questions to Rachelle Landis 919-821-8146 or Michael Dawson 919-821-9722.