

## Responsibilities for Employees

If you are injured at work, or have a work-related illness, you may be entitled to injury compensation benefits provided under the Federal Employees' Compensation Act (FECA). Federal employees have certain rights and responsibilities in filing for these benefits. If you are injured at work, or have a work-related illness:

- Immediately report any work-related injury to your supervisor. Provide your supervisor with information on how your injury occurred (what, where, when, and how it happened).
- Get medical treatment, if needed. If your supervisor is not available and you need emergency medical treatment, obtain the medical care first and then notify your supervisor, as soon as possible after receiving treatment. U.S. Capitol Police are also available to assist you in securing emergency medical care. Call 911 for immediate assistance.
- Make sure you file the right type of claim. If your injury results from a specific event or a series of events during one day or shift, complete a **Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**, as soon as possible, but not later than 30 days after your injury. Contact the Field Coordinator in your organization to file an injury claim promptly and secure medical treatment, if needed. If you develop a condition due to prolonged exposure lasting more than one day or shift, complete a Form **CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation**. Contact the Field Coordinator in your organization for assistance in filing this claim.
- Secure and submit within 10 days your medical evidence if you incur either partial or total disability. Failure to do so may interfere with your receipt of benefits, including Continuation of Pay (COP). Keep your supervisor informed of your medical status while you are disabled.
- Promptly inform your doctor of the availability of limited duty in the AOC. Inform your doctor of any alternate jobs made available by your supervisor and furnish the doctor with any written information that is needed to make that determination.
- Promptly inform your supervisor immediately of any medical limitations or restrictions specified by your doctor. You are obligated to communicate with your supervisor once light or limited duty is prescribed by your physician. Failure to do so may interrupt your entitlement to future FECA benefits. You are obligated to return to regular duty as soon as you are able to do so.
- You are obligated to accept suitable offers by your supervisor of any short-term work or alternate assignment not in conflict with the medical limitations caused by your job-related injury.

**Remember:**

- Filing a work-related injury claim does not negate your responsibility to follow AOC leave policies and procedures. Remember to remain in continuous contact with your supervisor while you are disabled. Your failure to comply with these procedures may interfere with your receipt of future FECA benefits.
- All claims for disability compensation or medical treatment due to the injury must be supported by medical evidence from your doctor. To ensure your entitlement to receipt of FECA benefits, you must submit the medical evidence in a timely manner.
- According to the FECA, when an employee refuses suitable work offered by the employing agency, entitlement to COP ceases as of the effective date of availability of such work.
- Where the employee fails to submit the required medical evidence within 10 workdays, at the end of the pay period or refuses suitable work, COP will not be authorized.

If you have any questions, you should contact the Workers' Compensation Program Unit at 202.226.2547.