

University of Hawai'i
TIME-OFF FOR TREATMENT OF WORK-RELATED INJURY/ILLNESS

An employee returning to duty following a work-related injury/illness who requires follow-up medical treatments shall be provided duty time off to keep such appointments which cannot be scheduled during off-duty hours. Time-off for such treatment is provided only for work-related injury/illness deemed compensable and treatment must be directly related to a specific Worker's Compensation claim. This time-off includes reasonable travel time to and from the medical appointment.

Part I (Employee-Claimant to Complete)

Employee-Claimant: _____ Date of Injury: _____
Position Title: _____ Dept./Div.: _____
Address (Work Site): _____
Work Phone No.: _____ APPOINTMENT: DATE: _____ TIME: _____
Employee's Signature: _____ Date: _____

Part II (Supervisor to Complete) On date of appointment, Employee gives to Supervisor to have departure time entered and signed. Employee takes this form to the physician for completion of Part III. Upon Employee's return to work, the Employee must give this form to the Supervisor to have the time returned entered and signed.

Date & Time Left Supervisor's Signature Date & Time Returned Supervisor's Signature

Part III (Medical Provider to Complete)

Medical Provider: _____ Specialty: _____
Address: _____ Phone No.: _____
Approximate Time Patient Arrived: _____ Completed Treatment at: _____
Brief Description of Treatment Provided: _____

Date/Time of Next Scheduled Appointment: _____

Signature of Medical Provider

Date