

## WHAT IS WORKERS' COMPENSATION?

In accordance with Vermont State Law, Jay Peak Inc. provides Workers' compensation insurance for our employees through MEMIC.

This coverage may provide medical and/or wage replacement benefits to you if it is determined by the compensation specialist that you were injured on the job or if you suffer an occupational illness caused by your employment.

## WHAT MEDICAL BENEFITS MAY I BE ENTITLED TO?

If it is determined that your injury is a Workers' Compensation matter, then all of your medical bills for hospitals, doctors, x-rays, lab work and prescriptions will be considered for full payment. Vermont Law allows for usual and customary treatment for Worker's Compensation injuries. Your bills should be submitted to the Risk Management Specialist and will be forwarded to the insurance carrier.

## WHAT WAGE REPLACEMENT BENEFITS MAY I BE ENTITLED TO?

If you are eligible for Workers' Compensation benefits, you may receive 60% of your average weekly gross wages (subject to state law) while you remain disabled from work. Jay Peak Inc. strives to provide a light duty program so that you need not miss more time from work than necessary.

State law does not allow for wage replacement to begin until you have missed at least three days of work. There are limitations on benefits that will be explained to you by the compensation specialist.

## WHO IS MY CLAIMS ADMINISTRATOR?

Claims for Workers' Compensation benefits are investigated and adjudicated by the appointed compensation specialist for MEMIC. All provider bills & records should be mailed or faxed to:

MEMIC  
PO Box 3606 | Portland, ME 04104  
800-660-1306 | FAX: 207-791-3334

## REPORTABLE INJURIES

If you become injured while at work, accurate & immediate reporting will benefit you, the employee, by offering the following...

- Immediate Medical Attention
- Minimizing the Chance for Further Injury
- Safer Work Environment
- Continuity of Employment

## WHAT STEPS SHOULD I TAKE?

1. You must report the injury to your Manager/Supervisor within the shift your injury occurred.
2. Your Manager/Supervisor will complete the *Jay Peak Injury Report and Analysis Form* with you and email it to [injuryreport@jayepeakresort.com](mailto:injuryreport@jayepeakresort.com) by the end of the day.
3. If immediate medical attention is needed call **911** and contact Security on Channel 1 or 802-323-6523.
4. If you require treatment during the day from 7am -4pm, you may visit Ski Patrol for first aid treatment-your Manager/Supervisor must accompany you.
5. If the injury happens after 4 pm, and is not emergent, contact Security and they will help direct you to definitive care. It is the responsibility of the Department Manager/Supervisor to arrange transportation if you are unable to drive yourself to the medical facility.
6. Your Manager/Supervisor will follow up with you within 24 hours of your injury.
7. Following each visit to doctor/hospital/medical exam, you must provide your Manager/Supervisor or the Risk Management Specialist with updated medical restriction documents.

The goal is to return you to your pre-injury state of health and your regular position with Jay Peak Inc. as soon as possible.

## TO CONTACT US:

Allyson Bathalon  
Director of Human Resources  
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802-327-2183 office  
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Thomas E. Howell Sr.  
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[thowell@jaypeakresort.com](mailto:thowell@jaypeakresort.com)  
802-988-2723 office

MEMIC  
PO Box 3606 | Portland, ME 04104  
800-660-1306 | FAX: 207-791-3334

If your injury occurs during the weekday,  
you should go to:

**Northwestern Occupational Health**  
**Located at 2 on the NMC Map**

**133 Fairfield Street at the Medical Office Bldg.**  
**Northwestern Medical Center Campus in St. Albans**

**Hours: Monday - Friday 8 am- 4:30 pm**  
**Contact: 802-524-1223**

If your injury occurs after the above hours  
or on the weekend, you should go to:

**Northwestern Urgent Care**  
**Located at 2 on the NMC Map**

**133 Fairfield Street at the Medical Office Bldg.**  
**Northwestern Medical Center Campus in St. Albans**

**Hours: Monday –Friday 8 am-8 pm**  
**Saturday 9 am-5 pm**  
**Sunday 9 am- 3 pm**  
**Contact: 802-524-8911, Ext. 2**

# Jay Peak Inc.

## Employee guide to workplace injury reporting and return to work procedures



**Note: Please provide NMC Campus Maps to the injured employee if they are transporting themselves.**