



## **Kizano Corp. Workman's Compensation Policy**

**To Kizano employees living in Virginia:** Listed below is the information for each state Kizano employee's work regarding Workman's Compensation reporting requirements. The information comes directly out of the insurance policies Kizano maintains for each state. Should an employee be injured on the job, the below guidance outlines the requirements to begin the process of a Workman's Compensation claim. Kizano's Workman's Compensation Policy is through:

The Hartford  
Business Service Center  
3600 Wiseman Blvd.  
San Antonio, Texas 78251  
Policy #: 42 WEC EH5512

### **Virginia**

#### **THE EMPLOYEE SHOULD:**

1. Immediately give notice to the employer, in writing, of the injury or occupational disease and the date of accident or notice of the occupational disease.
2. Promptly give to the employer and the Virginia Workers' Compensation Commission notice of any claim for compensation for the period of disability beyond the seventh day after the accident. In case of fatal injuries, notice must be given by one or more dependents of the deceased or by a person in their behalf
3. In case of failure to reach an agreement with the employer regarding compensation under the act, file application with the Commission for a hearing within two years of the date of accidental injury or first communication of the diagnosis of an occupational disease.
4. If medical treatment is anticipated for more than two years from the date of the accident and no award has been entered, the employee should file a claim with the Commission within two years from the date of the accident.

**NOTE:** The employer's report of the accident is not the filing of a claim for the employee. The voluntary payment of wages or compensation during disability, or of medical expenses, does not affect the running of the time limitation for filing claims. An award based on a voluntary agreement must be entered or a claim filed within two years, one year in death cases.

#### **THE EMPLOYER SHOULD:**

1. At the time of the accident, give the employee the names of at least three physicians



- from which the employee may select the treating physician.
2. Report the injury to the Commission through your carrier or directly to the Commission.
  3. Accurately determine the employee's average weekly wage, including overtime, meals, uniforms, etc.

Questions may be answered by contacting the Commission. A booklet explaining the Workers' Compensation Act is available without cost from:

THE VIRGINIA WORKERS' COMPENSATION  
COMMISSION  
1000 OMV Drive  
Richmond, Virginia 23220  
1-877-664-2566  
[vwc.state.va .us](http://vwc.state.va.us)