**Notice – Change in Injury Leave Benefits 07/01/2016**

This letter is sent to employees to notify them that commonwealth injury leave benefits changed with the bargaining agreement effective 07/01/2016, and it is also applicable to management employees effective 07/01/2016.

Dear [EMPLOYEE]:

At the time of your work-related injury, you received a Notice describing the workers’ compensation and injury leave benefits available to you. Since then, the union collective bargaining agreement was changed. The enclosed, revised *Notice to Employees Work-Related Injury Information* explains the benefits that are now in effect.

I sincerely regret that you have been injured and hope that you will be able to return to work soon. **Remember, you are responsible for contacting me at the number below and your claims adjuster at Inservco as soon as your doctor certifies that you are able to return to work.** Also, if you become able to perform modified duties or are able to return to work on a reduced time basis (part-time), you should discuss these possibilities with your supervisor and your claims adjuster. We will work with you to assist in any way we can to help you return to your pre-injury lifestyle.

If you have any questions about the benefit changes, please contact me at [ADDRESS AND/OR TELEPHONE].

Sincerely,

WC Coordinator

Enclosure:

Notice to Employees Work-Related Injury Information, Version – Nine Months 3.1.17

cc: Supervisor

Note: This work-related injury does not indicate and should not be interpreted to indicate that you are regarded by the commonwealth as having a disability as defined by the ADA.