WORKERS' COMPENSATION NOTICE

All employers in the U.S. Virgin Islands, in accordance with the Workers' Compensation Administration (WCA) (found in Title 24, Chapter 11), are covered by WCA insurance paid in premiums by their employers, for injuries arising out of and in the course of employment and to include traveling to and from work. *If you are in doubt about eligibility it is always recommended that you file a claim.*

The Employee Should:

1. Immediately report the injury to your supervisor or authorized personnel within **48 hours** of the injury or occupational illness.

2. Submit a Medical/Surgeon's Report completed by a certified physician to the Workers Compensation Administration Office.

3. If applicable, file an Employee's Claim for Compensation for Disability in cases of wages lost due to disability, and forward same to Workers' Compensation Administration.

4. Always follow up with Workers' Compensation Administration regarding your claim.

The Employer Should:

1. Complete an Employer's 1ˢᵗ Report, Employee's Notice of Injury or Occupational Illness and Accident/Incident Report within **eight (8) days** after receipt of notice and forward all documents to Workers' Compensation Administration. **Late filing is punishable by fine under the Law.**

2. Refusal or neglect to file a report is a misdemeanor punishable by a fine under the law.

3. Submit a certificate of Government Insurance coverage.

4. Confirm the date that the supervisor was notified of the injury.

5. Submit all original documents to Workers' Compensation Administration.

**All forms are located on our website at www.vidol.gov
under Workers' Compensation**

Questions may be answered by contacting the Workers' Compensation Administration from 8 a.m. to 5 p.m. at the following numbers:

**St. Thomas: 340-776-3700 or 340-715-5708
St. Croix: 340-773-1994 or 340-713-3413**

Per the Virgin Islands Workers' Compensation Administration Act ALL employers are REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE within their place of business.

The Virgin Islands Department of Labor is an Equal Opportunity Employer with Equal Opportunity Programs

US VIRGIN ISLANDS
DEPARTMENT of LABOR