

## If you have been injured at HOME this is what you do:

1. Get to your doctor (must be a registered doctor or physiotherapist (if required))
2. Your doctor will ask you to fill out an **ACC45 form**
3. Ask your doctor for a **medical certificate/copy of the ACC45 form**
4. Give copies of the **medical certificates to your line manager as soon as possible**
5. Call and advise your line manager that you have had a Home ACC Injury (1st week: sick leave, 2nd week and onwards if applicable: ACC Home Injury sick leave)

## What happens next?

1. Your line manager will notify Payroll and ensure the correct leave is applied
2. Payroll will process your claim

## What YOU need to do next:

1. If you are off **work for more than 1 week (7 days)** advise your line manager of your continued injury
2. Contact ACC – you might be entitled to some money
3. If you are off work for less than 1 week, do nothing – just get better!



## What will you be paid?

You will be paid sick leave (if you have sick entitlements) up to the first 7 days (1 week) if you cannot work

## What happens on the 8th day if you are still off work?

1. Contact your line manager and advise them that you are still on ACC Home Injury sick leave
2. **You need to contact ACC!** If your claim has been approved by ACC, they will pay you, **NOT** Unitec
3. Before ACC can accept a claim, they will send out an online form to Payroll to complete. This is then returned to ACC with all of your employment information completed
4. If your claim has not been approved by ACC and you still cannot work, you will be put on Leave Without Pay

## What happens if you return to work and do rehab duties?

1. Unitec requires you to provide a medical certificate that shows you are cleared to return to work. You are unable to return to work without this medical clearance.
2. Unitec will pay you for the rehab hours worked
3. You **MUST** submit the times you are able to work to Payroll **each week on Friday afternoon by close of business – 4:30pm**. Your hours worked must be confirmed by your line manager.
4. Hours should be emailed to [payroll@unitec.ac.nz](mailto:payroll@unitec.ac.nz) (copy in your manager when you email)
5. If you are entitled, ACC will top you up to 100% of your average earnings
6. If an email of hours worked is not received, you will not be paid



## What if you do not have enough sick leave?

1. You will be paid nothing (leave without pay)
2. Speak to your line manager or HR Business Partner if you need to discuss further options

## What if you are on holiday when you get injured?

If you are on holiday when you get injured, please contact your line manager or HR Business Partner to discuss further. (Please provide a medical certificate).

## IMPORTANT

- Ensure your line manager is aware you are on ACC
- Make sure your contact details are up to date in PeopleSoft
- Make sure you contact ACC as you may go without any money
- Get the medical certificate and other forms to your line manager and Payroll. If this is not done quickly enough, we will not be able to pay you on time.
- If your injury persists once you have returned to work, tell your line manager and see a registered doctor

For more information – speak to your line manager or HR Business Partner

ACC Contact Centre: **0800 101 996** or [claims@acc.co.nz](mailto:claims@acc.co.nz)

<https://www.acc.co.nz/im-injured>