

1. PURPOSE

Employees who suffer work-related accidents are entitled to free medical care and income protection.

2. WHO IS AFFECTED BY THIS POLICY

Employees.

3. POLICY STATEMENT

- 1) This policy applies to accidents which occur while at work (in University buildings or circulating between buildings), while travelling to and from work each day, and when travelling on University business.
- 2) Any employee who suffers an accident as defined above should immediately inform the Office of Human Resources. If the employee is unable to inform the Office of Human Resources, he or she should ask someone else to do so as quickly as possible. Note that police and hospital personnel will usually be willing to do this. Provide as much information as possible concerning the circumstances of the accident and the apparent injuries.
- 3) The Office of Human Resources will declare the accident to the Social Security authorities, and will provide a form S6201 to the employee, which allows him/her to obtain the necessary medical care without disbursing any money.
- 4) The employee must visit a doctor (which may include a doctor in the hospital Emergency Room where appropriate) immediately. A work-related accident is considered a medical emergency: there is no need to make an appointment – any doctor will see you immediately.
- 5) The doctor will complete a medical certificate testifying to the injuries. The top two copies of this document must be sent immediately to the Social Security, the third copy is for the employee.
- 6) If the doctor deems that the employee is not fit to work following this accident, he/she will issue an *Arrêt de Travail*. The form should be fully completed, the top two copies sent to the Social Security office and the third copy to the University. In case of multiple employers, photocopies of the third copy may be submitted. These documents must be mailed within 48 hours of being issued by the doctor.
- 7) When an employee is hospitalized, the hospital provides a *Bulletin d'hospitalisation* which should be addressed to the employer. There is no requirement to file this document with the Social Security, who are directly informed of the hospitalization.
- 8) Insofar as the appropriate documents are received in a timely manner, the employee receives his full salary for the first 90 days of absence due to an accident. AUP receives the indemnities from the Social Security and processes these indemnities through the payroll in such a manner as to ensure that the employee's income is properly declared.
- 9) As of the 91st day of absence, AUP ceases paying the employee. The indemnities from the Social Security are paid directly to the employee.
- 10) Before the 91st day of absence, AUP opens a dossier for indemnification with the *Prévoyance* (disability) insurance company.
- 11) As of the 91st day of absence, the employee forwards his/her Social Security indemnity payment notifications to the Office of Human Resources, who in turn forwards them as part of the *Prévoyance* dossier.
- 12) Payments from the *Prévoyance* insurance are made to AUP, and are then paid to the employee via the payroll.
- 13) Because of handling time, payments from the *Prévoyance* company are sometimes made up to two months late. If such an occurrence creates a hardship situation for the employee, he/she is encouraged to contact the Director of Human Resources in order to arrange for a loan to be issued.
- 14) After the course of medical treatment is completed, the employee's doctor issues a second medical certificate, attesting either that the employee is cured or that he/she has suffered permanent damage due to the accident. The top two copies of this certificate must be sent immediately to the Social Security, the third copy is for the employee.
- 15) If the doctor and the social security deem that permanent damage has been incurred, the employee may be eligible for an invalidity pension.
- 16) If the employee is deemed unfit to return to his previous employment due to the accident, special rules apply for his/her redeployment in a different department or termination.

4. RESPONSIBILITIES

- The employee is responsible for declaring the accident to AUP and for obtaining and filing the appropriate doctor's certificates. The employee must also forward proof of payment of Social Security sickness indemnities to AUP.
- AUP is responsible for declaring the accident to the Social Security authorities.
- The Office of Human Resources is responsible for filing the appropriate documents for reimbursement by the different organizations.

5. DEFINITIONS

"Employee" Any person who is linked to The American University of Paris by an employment contract.

6. APPROVALS & HISTORY

This longstanding policy was reviewed in February 2018. Next review will occur in November 2021.

7. ISSUING OFFICE AND CONTACT

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