

Workers' Compensation Process

Injury/Illness Occurs

- Supervisor instructs employee to seek medical treatment or first aid (OHS/ER/Hospital, etc.)

Notification

- Supervisor instructs employee to complete Employee's Notice of Injury ([WCD-23](#)) & Election of Rate ([DP-2002](#)) forms
- Supervisor completes Report of Occupational Accident/Injury form ([1615](#)) and obtains Witness Statement form
- Supervisor notifies and submits all forms to HRSS Leaves Administration within 48 hours.
- Work-related injury must be reported to HRSS Leaves Administration via email directly to LeavesWC@nychhc.org.

Leave of Absence

- **Reporting a work-related injury is NOT an official request for leave of absence.**
- From day one of absence due to workplace injury, supervisor is instructed to code employee's time record to ensure employee remains in paid status as long as election form is submitted.
- If employee cannot return to duty and absent more than two (2) weeks – HRSS Leaves Administration must be notified immediately via email at HRSSLeaveAdministration@nychhc.org or through Employee Self Service (ESS).
- HRSS Leave Administration will only approve extended leave upon receipt of initial and continued updated medical documentation.

NYC Law Department

- HRSS Leaves Administration files claim on behalf of employee and NYC Law Dept/WC Division sends employee notification of decision with Claim # within 2 weeks.
- If employee is on a leave without pay, they must contact the NYC Law Dept and request workers' compensation payment.
- Employee must ensure their workers' compensation health provider is submitting medical reports to the NYC Law Dept timely.
- Upon return from workers' compensation leave of absence, employee must also contact the NYC Law Dept to request time restoration.

Assault Grant Criteria

- Workers' Compensation claim must be accepted by The NYC Law Dept **and** compensable.
- Must be an approved extended WC Leave of Absence through HRSS Leave Administration.
- WC health care provider(s) must submit current medical reports to the NYC Law Dept and provide a copy of the medical report to HRSS Leaves Administration.
- Employee must submit a Assignment Form for an assault grant (7.2A) via email at HRSSLeaveAdministration@nychhc.org.
- Employee must continue providing updated medical reports to extend the grant.
- Approval under grant 7.2A is up to eighteen (18) months with pay (although leave entitlement is up to 24 months).
- Leave beyond 24 months requires EEO reasonable accommodation approval prior to expiration.