

Intermittent Leave of Absence due to a Work-Related Injury

Time off for doctor's appointment, flare-ups and therapy that do not require a continuous extended leave of absence, is considered an Intermittent leave of absence.

Employee's Responsibility:

1. Request time off for your intermittent leave of absence **directly with your supervisor** and indicate that the leave is due to a work-related injury that occurred on (provide date of injury).
 - Doctor and therapy appointments that you have planned with your health care provider are considered scheduled absences. You are expected to notify your department when planning medical appointments and make reasonable efforts to schedule the leave so as to not disrupt unduly the operations of the department. Submit your time off request for intermittent leave directly to your supervisor with a medical appointment note indicating date of appointment and date of injury.
 - Flare-up episodes are considered unscheduled absences. You are expected to continue to follow your departmental call out policy and make all reasonable efforts to notify your department as soon as practicable regarding any unscheduled leave. Inform supervisor that your call out is related to the work-related injury that occurred on (provide date of injury). Failure to comply with department's request for intermittent leave and call out policy may be subject to disciplinary action handled by the department, local HR and local Labor Relations.
2. Select timesheet code 24/WC01 (absent with pay using sick/annual) or code 23 (absent without pay), when the absence is connected to a workers' compensation claim. Be advised that miscoding may have an impact on employees request for time restoration and/or compensation benefits directly from the NYC Law Department.

Supervisor's Responsibility:

1. Review employee's intermittent leave request and the required documentation to approve the time-off due to the work-related injury. For scheduled absences, the required documentation is a medical appointment note with date of appointment and date of injury.
2. Contact HRSS Leaves Administration via email at WCLeavesOfAbsenceTeam@nychhc.org and request confirmation that employee's work-related injury is on file.
3. Approve timesheets with code 24 or code 23 and submit to payroll.

HRSS Leaves Administration Responsibility:

1. Confirm that employee's work-related injury is on file with our Peoplesoft (HRIS) system. Once we provide confirmation, no further action is required from HRSS Leaves Administration.

It is important to understand that employees must make the decision to take the leave of absence with or without pay when the absence is connected to a workers' compensation claim. For intermittent leave purpose employees must elect between code 24 or 23.

- Code 24, absent with pay against your sick /annual leave balances. Time Reporting Code: 03, 50 for Sick and 02, 49 for Annual. Additional Time Reporting Code: WCO1 (Code 24).

In	Out	Time Reporting Code	Comments	Additional Time Reporting Code
<input type="text"/>	<input type="text"/>	03. SICK LEAVE ▾	<input type="text"/>	WCO1 <input type="text"/>

With code 24 (option 1) employees may be eligible for time restoration if claim is accepted and compensable by the NYC Law Department. The procedure for the time restoration requires employees to contact the NYC Law Department and request their time be restored. The NYC Law Department will determine their eligibility and perform the necessary calculations to award time restoration (NOTE: time restoration is at pro-rated rate). The NYC Law Department will forward a time restoration memo to our office HSS Leaves Administration. Our office will forward the time restoration memo to employee and Local Facility Payroll. Local Facility Payroll will review the memo and restore employees time. Be advised that miscoding may have an impact to employees request for time restoration from the NYC Law Department.

- Code 23, absent without pay no charge to employees sick/annual leave balances:

In	Out	Time Reporting Code	Comments	Additional Time Reporting Code
<input type="text"/>	<input type="text"/>	23. WORK COMF ▾	<input type="text"/>	<input type="text"/>

Option 2, absent without pay no charge to employees sick/annual leave balances. Employees do not receive a paycheck from NYC Health + Hospitals. However, if claim is accepted and compensable by The NYC Law Department employees may be eligible for compensation payment directly from The NYC Law Department. Employees must contact The NYC Law Department and request compensation benefits. Be advised that miscoding may have an impact to employees request for compensation benefits from the NYC Law Department.

NOTE:

- Employees who provide proof that they attended an Independent Medical Examination (IME) scheduled by the NYC Law Department, may request an intermittent leave of absence with pay, non-chargeable and record their timesheet with code 22.
- Code 25 and 26 are NOT applicable for intermittent leave of absences connected to a work-related injury.
- Workers' compensation leaves run concurrent with FMLA leaves. Therefore, intermittent absences that may be eligible for Intermittent FMLA coverage and is connected to a workers' compensation claim must be managed as indicated above.