NYC HEALTH + HOSPITALS
EMPLOYEE WORKERS COMPENSATION
LEAVE OF ABSENCE PROCEDURE

Effective March 13, 2017

EMPLOYEE:
When you are involved in a workplace injury or illness:

1. Immediately, you must notify your supervisor of the incident verbally when it occurs: what, when, where, and how you were injured, include who witnessed this incident;
2. Seek medical treatment or first aid, if needed;
3. Within 24 hours of the incident, obtain from your supervisor, complete and return the Employee Report of Accident/Injury; and
4. If a healthcare provider informs you that you cannot return to duty, obtain from your supervisor, complete, and return an Election of Rate form (DP 2002);
5. Inform HRSS Leave Administration of your absence from work and your return at LeavesWC@nychhc.org.

SUPERVISOR:
When an employee reports a workplace injury or illness to you:

1. Ask the employee to complete the Employee Report of Accident/Injury;
2. Advise the employee to seek medical treatment or first aid, if needed;
4. Complete authorization for employee to seek assessment with OHS if applicable;
5. Submit completed Supervisor’s Report, Employee’s Report, and OHS Report to LeavesWC@nychhc.org within 48 hours of the incident.

QUESTIONS?
For more information and forms, please visit Workers’ Compensation at ESS.nychehc.org, contact Human Resources Shared Services (HRSS) Leave Administrators at 646-694-6590, or email LeavesWC@nychhc.org.