

# 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 incident, obtain from your supervisor, complete and return the Employee Report of Accident/Injury; and
4. If a health care 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](mailto: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;
3. Complete Supervisor's Report of Occupational Accident/Injury form 1615;
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](mailto:LeavesWC@nychhc.org) within 48 hours of the incident.

### QUESTIONS?

For more information and forms, please visit Workers' Compensation at [ESS.nychhc.org](http://ESS.nychhc.org), contact Human Resources Shared Services (HRSS) Leave Administrators at 646-694-6590, or email [LeavesWC@nychhc.org](mailto:LeavesWC@nychhc.org).

