

HR Leaves Administration- Intake Unit

The Intake Unit is responsible for receiving all completed documentation that's required in submitting a request for a leave of absence, as well as receive all completed Workers Compensation claims, across the Enterprise. To file a request for an extended leave of absence, employees should email the required documentation to hrssleaveadministration@nychhc.org, or upload the required documents into the Absence Management module via Employee Self Service by visiting ess.nychhc.org, signing in and follow the prompt to allow you to submit your leave request.

To file a Workers Comp claim, please send all completed paperwork to LeavesWC@nychhc.org.

Name	Title	Phone	Email
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