The Payroll/School Secretary's Guide To MLB

Medical, Leaves & Benefits (MLB)
65 Court Street, Room 200
Brooklyn, New York 11201

MLB Hot Line 718.935.4478

The MLB is a newly-created office within the Division of Human Resources. We are here to facilitate the management and processing of medical matters (including the work of the "Medical Bureau"); all employee leaves and sabbaticals; and our health insurance program and other benefits applications. The payroll/school secretary is integral to the work of the MLB and the provision of benefits to DOE employees. Accordingly, we have prepared this checklist to assist you in processing all necessary forms and applications. Use the MLB "payroll/school secretary's hotline" at 718.935.4478 to aid you in answering questions, or check out our webpage on the DHR website, www.nycenet.edu

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MEDICAL

Telephone 718 935-2729 Fax 718 935-5381

Processing for Line of Duty Injury

1st Upon notification of an injury, give employee Comprehensive Injury Report (CIR) with instructions to return within 24 hours.
2nd Upon return, ensure that school investigates event.
3rd Have principal sign CIR and forward to your region for LIS's decision and signature.
4th Make copy for employee's file.
5th If employee takes days off as a result of LODI claim, give employee form OP198. Physician must note diagnosis and sign. Make copy for employee's file.
6th Approval decision of 10 days or less for LODI claim may be made by the principal. Send OP198 to MLB.
7th Enter days from OP198 in EIS as 46PLD; current and future days in screen 9.1.1 and past days in 9.2.1.
8th Monitor CAR for payment.
9th Check for completeness and submit CIR and OP198 to MLB.
10th If MLB approves LODI, 46ALD will appear on screen 9.2.2.
11th If MLB denies LODI, 46DLD will appear in 9.2.2. You must change the 46DLD in 9.2.1 to 41B00 to use CAR days.
12th Form OP407 (Confidential Medical) may be submitted directly by employee in lieu of OP198.

Using CAR or Borrowing Days

1st If requesting to use 20 CAR days or less, give employee an OP198 or accept a physician's note.
2nd Approval or denial of 20 days or less may be made at the school level.
3rd To borrow up to 20 CAR days, give employee form OP198 with instructions to return to you with medical certification. Sick days must first be exhausted.
4th Check for completeness and have principal sign.
5th Make copy for employee's file and submit OP198 to MLB.
6th For all decisions rendered, you must enter 41B00 in 9.3.1.
7th If MLB denies, enter 50U00 in 9.3.1.

Requesting a Medical Exam

1st Principal/supervisor can submit a request letter via mail, fax or e-mail.
2nd The letter must include a valid reason(s) for the request.
3rd Requests for excessive absence or lateness should include dates and times.

Requesting a 2568 Examination

1st A letter requesting a 2568 examination, from the principal or supervisor is sent to the LIS. The letter must include detailed reason(s).
2nd The superintendent forwards a letter to MLB, along with the reason letter, directing that a Section 2568 examination be conducted.
3rd Make copy for employee's file and give a copy of all letters to the employee.

LEAVES

Telephone 718 935-5224 Fax 718 935-4020

Sabbatical Leave for Restoration of Health

1st Give employee form OP407 with instructions to submit it to MLB.
2nd Give employee form OP8 with instructions to return it to you.
3rd Upon return of OP8, check for completeness and have signed by principal.
4th Forward OP8 to region for LIS to sign.
5th Make copy for employee's file and submit OP407 to MLB.

Sabbatical for Study

1st Give employee form OP8 with instructions to return to you with proposed coursework.
2nd Check for completeness and have principal sign.
3rd Make copy for employee's file and forward OP8 to your region for LIS to review.

Leaves Without Pay for Restoration of Health for Licensed Employees

1st Give employee form OP407 with instructions to submit to MLB.
2nd Give employee form OP160 with instructions to return to you.
3rd Upon return of OP160, check for completeness.
4th Fill out form EB1054 and make copy for employee's file.
5th Forward OP160 to your region and submit 1054 to MLB.

Maternity Leaves

1st When receiving a Maternity and/or Childcare Request Form, check for completeness including and required documentation.
2nd Verify individual's time balance and event documentation (e.g., birth certificate).
3rd Forward application w/documentation to your Regional Operations Center – *do not send to MLB.*

Leaves Without Pay for Restoration of Health for Administrative, Non-Competitive and E-Bank Employees

1st Give employee an application with instructions to return to you with a letter of request and medical documentation.
2nd Fill out a 9902 for administrative employees.
3rd Make copy for employee's file.
4th Forward forms to your region.

Leaves With Pay for Restoration of Health for Administrative Employees

1st Have employee submit a letter of request with medical documentation.
2nd Complete forms PD6 (leave application), 9902 and Recommendation Form.
3rd Make copy for employee's file and forward to your Regional Operations Center.

Advancement of Sick Days for Personal Illness for Administrative, Non-competitive and E-Bank Employees

1st Instruct employee to submit letter of request which includes name, address, title, SS#, worksite, # of days requested and exact dates.
2nd Check that employee's leave balance has been exhausted.
3rd Check for completeness and get principal's signature.
4th Make copy for employee's file.
5th Forward letter to your region.

Leaves for Illness in Family, Education, Personal Business or Travel Time for Death In Family for Administrative, Non-Competitive and E-Bank

1st Give employee application or have employee submit a letter of request with instructions to return to you.
2nd Upon return, check for completeness including required documentation.
3rd Have principal sign.
4th Make copy for employee's file and forward to your region.

BENEFITS

Telephone 718 935-2828 Fax 718 935-5215

Processing Health Insurance

1st Give new employees form ERB2000 and Summary Program Description book or CD.
2nd Check for completeness including signatures, required documents and TB (Mantoux) Skin Test.
3rd Sign the ERB2000 verifying that employee is on payroll.
4th Make copy for employee's file and MAIL (please do not *fax*) to MLB within 31 days of commencement of service.

Reinstating Health Insurance

1st Give employee form ERB2000.
2nd Check for completeness and that the reinstatement box is checked
3rd Fill out an EB1054 form.
4th Make copy for employee's file.
5th Sign and mail forms to MLB.

Changes in Title, Address or Terminations

1st Fill out form EB1054.
2nd Make copy for employee's file.
3rd Sign and mail to MLB.

Changes in Agency, Name or Dependents

1st Give employee form ERB2000.
2nd Check for completeness and required documentation for dependent changes.
3rd Make copy for employee's file.
4th Sign and mail to MLB.

Changing Insurance Carriers

1st Give employee form ERB2000.
2nd Check for completeness and that chosen plan is checked.
3rd Make copy for employee's file.
4th Must mail to MLB during transfer period.

Obtaining Coverage While on Leave w/o Pay for Personal Illness

1st Fill out form EB1054.
2nd Make copy for employee's file.
3rd Sign and mail to MLB.

Coverage While on FMLA for Personal Illness

1st Fill out form EB1054 and indicate first day of leave.
2nd Make copy for employee's file.
3rd Sign and mail to MLB.

Filing for COBRA

Give COBRA application to employee with instructions to submit to his/her carrier within 60 days of the event.

Waiving Health Benefits and Applying for Buy-Out Waiver

1st Give employee forms ERB2000 and Medical Spending Conversion (MSC).
2nd Check for completeness and sign.
3rd Obtain copy of employee's insurance card, marriage and/or birth certificate
4th Make copy for employee's file and mail to MLB.

F-Status Employees

1st Give employee form ERB2000.
2nd Check for completeness and sign.
3rd Make copy for employee's file and mail to MLB.
4th File this application every year.

Refunds for Error in Payment

1st Fill out form EB1054.
2nd Check for completeness, sign and attach pay stub.

Retirees

1st Upon employee's submission of receipt from retirement system, give form ERB2000.
2nd Check for completeness and sign.
3rd Make copy for employee's file and instruct employee to return form to MLB – Room 101.

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"We've Got You Covered"