

Leave of Absence Without Pay for Workers' Compensation

In the event that you want to apply for a leave of absence without pay for WC, take heed of the following:

- You will no longer be getting paid thru the DOE.
- If you currently receive direct deposit, it will have to be stopped.
- Notify your examiner at The Law Dept the effective date of your leave. Your examiner will reimburse you for the days you are absent without pay due to WC based on the weekly wage that will be determined by the State WC Board. In conjunction with this, make sure you give your examiner at the Law Dept a dr's note stating the effective date that you are not able to work and that your inability to work is relating to your WC injury.
- Make certain that the DOE WC Unit is aware of the effective leave date.
- The maximum time allowed for a leave of absence for WC is one year.

In order to ensure your leave papers are processed in a timely manner, complete and submit the following (if applicable):

- Attach a copy of Employer's Report of Work Related Accident/Occupational Disease (C2 form) to corresponding leave application.
- [Family Paraprofessional & Hourly Non-Competitive Employee - Leave Application](#)
- [Educational Paraprofessionals - Leave Application](#)
- [§PD 6 : Leave of Absence for Health Reasons \(For administrative employees\)](#)
- [‡Health Benefits Report Inquiry](#)
- [COBRA Continuation of Coverage for Healthcare Application](#)

§ For an administrative employee, the Leaves Unit would check their eligibility for SLOAC. There is no separate form for the employee to complete to maintain benefits thru SLOAC if they are eligible. Beyond SLOAC entitlement (4 months), the employer would be eligible to apply for COBRA.

‡Without the submission of the EB 1054 (for non-admin employees) the employee's health benefits will terminate after being placed on an unpaid leave and removed from payroll. SLOAC entitles the employee for up to 4 months of continuation of benefits. This is the maximum for which their health benefits can be maintained through DOE as a leave of absence for workers' compensation is not a FMLA-qualifying leave. Beyond SLOAC, the employee may apply for COBRA to extend their health benefit coverage. The process is as follows:

1. The employee submits leave application with supporting documentation to HR Connect Leave of Absence Administration Office, 65 Court Street, 2nd fl; Brooklyn, NY 11201. All questions in regards to the leave of absence application are to be forwarded to 718-935-4000.
2. The employee's payroll secretary submits a completed EB1054 to HR Connect Benefits Unit, 65 Court Street, 2nd fl, Brooklyn, NY 11201. (This could happen concurrently with step 1).

