

Employee's FAQs on Workers' Compensation

I got injured on the job but I did not go to the doctor or take time off of work, do I still file for Workers' Compensation?

YES! Every accident/injury must be documented immediately to your supervisor. An injured employee, who fails to inform their employer in writing, may lose their right to Workers' Compensation benefits.

What forms does the employee fill out?

The injured employee fills out the **WCD23** (Employee Statement of Accident), **C2 Addendum** (if applicable) and **DP2000** (Employee Selection of Option), **C3** (Employee's Claim for Compensation). You may obtain these forms from your payroll secretary. These forms may be printed from the DOE WC website at: <http://schools.nyc.gov/Offices/DFO/BusinessOperations/WorkersCompensation/Default.htm>

What do I do if school is closed and my payroll secretary still has not sent my C2 form?

The employee may fill out the C3 form and mail a copy to the Law Dept. for processing. When school reopens, you must inform your payroll secretary to submit the C2 on line and mail a copy to the Law Dept.

How do I get a carrier case number?

Once the City of New York Law Department receives and deems that the injury is compensable, they will mail the employee their carrier case number and the name of their Benefits Examiner. The carrier case number is what their attending physician will need in order to continue treating the employee. If your physician is requesting any authorizations, medial services or bills to be paid, refer these issues to your Benefits Examiner at the Law Department.

How will my absences relating to the injury be coded?

The date of the accident is a regular paid day. You are entitled to receive up to five consecutive non-chargeable days immediately following the date of accident. To be granted these days you must submit to your payroll secretary the OP198 or PD19 form along with a doctor's note. Any absences after that, you have the option to either use your accruals (Option 1) or go without pay (Option 2). If you choose option 2, the Law Department will compensate you until you return to work at the rate determined by the State Workers' Compensation Board.

If I use my sick time for my absences, how do I get my sick time restored?

The Benefits Examiner at the Law Department will review the case to see if it has updated medicals and a current C11. Depending on the information provided, the examiner will be able to determine if the time can be restored. Not all cases require a hearing for time restoration. Restorations are mailed to the DOE WC Unit for processing and not the payroll secretary.

How do I file for a leave of absence without pay for workers' compensation?

You may get the leave of absence application form from your payroll secretary and forward it to HR Connect for processing. The Workers' Compensation Unit at the DOE does not process the leave of absence. Any questions regarding leave of absences, please call HR Connect at 718-935-4000.

How much will I be getting from the Law Department?

Workers' Compensation payments are paid based on the degree of disability (total, moderate, mild, etc) and the average weekly wage to a maximum amount set by the New York State Workers' Compensation Board. For totally disabled claims which occurred on or after July 1, 2008 the maximum is \$550. Once the State Board calculates the rate, The Law Dept must adhere to their decision.

I have been on a leave of absence without pay for workers comp and have not received a check from the Law Department, who do I call?

Contact the DOE Workers' Compensation Unit to make sure our records reflect that you are without pay. Then call your Benefits Examiner at the Law Dept and inform them that you have not received payment.

How do I get a list of participating workers' compensation doctors?

You can call the State Workers' Compensation Board for a listing of the participating physicians at 1-800-781-2362.

Where can I go online for additional information on workers' compensation?

You can get additional information at the New York State Workers' Compensation website at the following link: <http://www.wcb.state.ny.us/>

How do I request a hearing?

You can request a hearing by calling the State Workers' Compensation Board at 1-800-877-1373.

I have an old injury and I need further medical attention. I believe my case is closed. What do I do?

Call your Benefits Examiner at the Law Department to see if your case is open. If your case is open, your examiner will advise you what to do so you may continue to receive medical attention. If your case is closed, call the State Workers' Compensation Board at 1-800-877-1373 and request a hearing to re-open your case.