



FREQUENTLY ASKED QUESTIONS:

MEDICAL

1. What constitutes a line of duty injury and how do I apply for it?

A line of duty is defined as an injury or incident which occurred while the employee is on duty. It is the natural, direct and immediate cause of an injury or disability, and could not have been foreseen or avoided through the exercise of ordinary care by the employee.

To apply, you submit to the Medical, Leaves & Benefits Office the following forms, which can be obtained from your school secretary:

1. A Comprehensive Injury Report, signed by the principal and the LIS.
2. An OP198, signed the principal, along with supporting medical documentation.

2. How do I find out the status of my line of duty claim?

Contact the Line of Duty Unit at 718.935.2729.

3. I was denied Line of Duty, how do I appeal this decision?

MLB will review your claim again if you submit new medical documentation. If you are not satisfied with the decision, you may wish to discuss, with your union representative, your eligibility to request an arbitration or grievance.

4. Must I go through my school when submitting medical documentation?

No. You may submit any medical documentation directly to MLB on your physician's stationary or by using form OP407.

5. How do I apply for a medical hardship transfer and what is the criterion under which one would apply?

Request a Medical Hardship Transfer application from your school. Submit this form, along with supporting medical documentation, to MLB. It will be medically reviewed, forwarded to the Office of Regional Field Services to be administratively reviewed. Examples of reasons to apply are: assault cases where the assailant is still in the school or the surrounded neighborhood; specific job site difficulties caused by a permanent disability which would limit your mobility; and care of a family member.

6. *I am a pedagogue, how do I apply for a medical leave?*

Request form OP407 from your school and submit it to MLB along with supporting medical documentation.

7. *I was on a medical sabbatical and am not able to fulfill the return to service requirement. What do I do?*

Submit a letter addressed to the Medical Director stating your situation along with supporting medical documentation. After review, the determination letter is forwarded to the Office of Regional Field Services.

8. *What is the difference between a regular MLB examination and a 2568 examination?*

A regular examination may be requested by an employee's supervisor or principal. A 2568 examination is a mandated examination pursuant to Section 2568 of the State Education Law. The employee is entitled to bring a representative of their choice to observe. They are also entitled to receive all letters given to the MLB in connection to this examination.

9. *What does a examination entail?*

It may vary due to the reason of your examination but it is usually a routine physical/mental examination.

10. *I have a disability, how do I get an accommodation?*

Start by requesting an accommodation from your principal or supervisor in writing. If you are denied, request form OP51. Submit this form to MLB along with supporting medical documentation.