

Absences relating to WC Injury

- **Date of accident:** The date of injury is a regular paid day regardless of the time in which it occurred.
- **Non-chargeable days:** In order for an employee to be granted up to five non-chargeable days they must submit to their timekeeper the OP198/PD19 form along with a doctor's note. For administrative employees the PD19 form must be faxed (718-935-3329) to the DOE WC Unit so that the Cybershift Unit can apply these codes. Only the employer (Principal/Supervisor) will determine if an employee should receive up to 5 days by signing approve/disapprove on the form. The n/c days only applies to the next five consecutive working days immediately following the date of the accident. The n/c days can only be applied at the initial time of accident. This form is in house in order to justify applying the n/c code therefore the Law Dept does not require this form. No employee is allowed to borrow time. Beyond the non-chargeable days, the employee's only options are as follows:
 - **Option 1:** Employee wants to use their accruals while they are absent due to WC. An annual employee may use a combination of vacation and comp time. Employee can exhaust all accruals and also go on option 2. When coding these absences, timekeeper must code days as sick doctor's note/annual time. They are also urged to keep accurate records of the employee's absences and code them correctly in timekeeping thus avoiding overpayments. It is the employee's responsibility to notify the employer which absences are relating to the injury. *Restorations:* For an employee to get their time restored they must contact their examiner at the Law Dept and they will determine whether a hearing is warranted or not. The salary rate is based on the degree of the employee's disability and their weekly earnings. No one is ever restored 100% of their time. All restorations will be done at the DOE WC Unit then mailed to the employer notifying them how much was restored. No restorations are done at the field.
 - **Option 2:** Employee does not want to use their accruals or does not have any. These are days without pay therefore they will not be on payroll during this period. The employee must apply for a leave of absence without pay for WC. During this period, direct deposit would have to be stopped. While the employee is on Option 2 they will get reimbursed by the Law Dept at a weekly rate determined by the State WC Board. To apply for a leave of absence without pay for workers compensation, you must forward your leave papers to HR Connect Leaves Unit along with a copy of your C2 form. For procedures on how to apply for a leave of absence, refer to our web page for assistance.

Whenever in doubt as to how to code an absence, call the DOE WC Unit. All absences relating to WC must be reported to the DOE WC Unit at 718-935-2213.