

Memorandum

To: Lehman College Employee
From: Office of Human Resources
Re: Workers' Compensation

On-the-job injury or illness is often traumatic and never expected. Fortunately, New York State law and CUNY offer important protections for members who cannot work because they were hurt or made ill at work. You must act quickly to protect your rights to these benefits; including wage replacement, medical benefits, rehabilitation, extended leave and continuation of Health and Security plan coverage. Should you sustain an injury on campus, immediately seek first aid or emergency medical treatment and file a report with Public Safety x8593. Next, notify your supervisor and inform your doctor the injury occurred at work and that you are filing for Workers' Compensation.

The following forms can be obtained from our website and to be completed, if possible within 24 hours of the injury:

1. Employee's notice of injury (WCD-23)
2. Supervisor's report of injury (WCD-201)
3. Witness' Report of injury, if applicable (WCD-26)
4. Employee's selection of compensation option (DP-2002)

Option 1: Allows you to remain on full pay status from the first day of absence, with time charged against your leave balances. If the Workers' Compensation Board rules in your favor, you will get back a pro-rated portion of the time used. Option I automatically changes to Option 2 when your leave balances are exhausted.

Option 2: You may choose not to use leave balances and wait for Workers' Compensation Division to send you compensation payments once your case is settled. You will **not** be in full pay status thus you will not receive an agency paycheck, however you will accrue normal annual and sick leave.

If you have any questions, please feel free to contact the Human Resources Office via email at human.resources@lehman.cuny.edu.