



**UNITED FEDERATION OF TEACHERS**  
**SAFETY AND HEALTH DEPARTMENT**

**FACT SHEET FOR REPORTING AND FILING FOR WORKERS'  
COMPENSATION BENEFITS**

If you are a Paraprofessional, a School Nurse or an Occupational/Physical Therapist it is important that (when you have an accident, incident, injury or assault) you file for workers' compensation. **Reporting the accident or incident to the administration does not meet the requirements for filing for Workers' Compensation.**

**You do not have to miss any days from work in order to file.** Filing protects your short and long term benefits **that you will not get if** you do not follow the procedure. Filing for Workers' Compensation is often frustrating and many times our members do not want to bother. This is a mistake!

The Union has devoted resources to assist you with the process. We have a dedicated telephone help line for Workers' Compensation and we have trained and supportive staff that can discuss your situation with you and walk you through the process.

**School Forms**

If you are injured, please be sure that the following internal school forms have been completed:

- **Comprehensive Injury Report** (Complete this as soon as possible)
- **WCD-23 Employee's Notice of Injury**
- **OP 198 Application for Excuse of Absence for Personal Illness** (Completed with your doctor and/or submit doctor's note to get first 5 days reimbursed to sick bank)
- \* **Leave of Absence form** (This is needed only after using all sick days, this will protect seniority and keep medical benefits active.)

The following **Workers' Comp forms must** also be filed:

- **C-2** (You DO NOT fill out or sign, this is form is completed by the school. Double check to be sure school secretary has filed this form.)
- **C-3** (Call UFT to get a copy of this form)
- **C-4** (Your Workers' Comp doctor has this form in his/her office. Double check to be sure doctor's office has filed this form.)
- **C-257** (Optional: Out of Pocket Reimbursement form.)

If you need have any questions or if you need a referral to a Workers' Comp doctor or attorney, we can be contacted at the UFT Health & Safety Department Workers' Comp Para Project: (212) 510-6460. Please call, we are here to assist you.

As a reminder, it is always important to keep copies of all your correspondence and forms as well as telephone contacts and doctors visits. Also, complete and send the forms out as soon as possible because of time limits. The sooner the forms are completed and sent out the sooner your Workers' Comp case can be processed.