

Necessary Procedures for Injury in the Line of Duty

Summary Checklist

If you are injured in school, there are procedures that you must follow.

1. *Comprehensive Injury Report:

- Required – to be filed within 24 hours of your accident.
- Principal forwards it to Superintendent who approves or disapproves it and returns it to the school payroll secretary.
- Must be sent from school to Superintendent within 24 hours of receipt by Principal.
- Superintendent must approve and return within 5 working days.
- For problems contact your UFT Chapter Leader or UFT District Representative. If time frames are not followed it is grievable.
- Submitted on : _____

2. *OP198 Absence Form:

- Required – as quickly as possible.
- Submitted to payroll secretary at school as quickly as possible – Medical Bureau will not grant LODI status without it.
- For problems contact your UFT District Representative.
- Submitted on: _____

3. *OP200 Legal Form:

- Required – As quickly as possible.
- Submitted to the payroll secretary at your school.
- Notarized – then submit as soon as possible since Medical Bureau will not grant LODI status without it.
- For problems contact your UFT District Representative.
- Submitted on: _____

4. UFT Incident Report:

- If the victim of an assault or reckless endangerment submit as quickly as possible.
- UFT Chapter Leader gets it.
- Contact UFT Victim Support Unit at 212-598-6853.
- Submitted on : _____

5. OP407 Confidential Medical Report:

- If injury is of a confidential nature.
- To be submitted as quickly as possible.
- Submitted directly to the Medical Bureau by your doctor.
- Contact the Medical Bureau to confirm receipt.
- Submitted on: _____