

## **SHORT-TERM DISABILITY INSURANCE**

**PURPOSE:** To provide a short-term disability insurance plan for all full-time employees.

**POLICY:** The University will provide a short-term disability income plan, on a non-contributory basis, for eligible full-time employees.

**DATE APPROVED:** March 1, 2004

**REVISED:** September 1, 2010; April 7, 2006

**REVIEWED:** July 1, 2010; September 1, 2007

**PRACTICE & PROCEDURES:**

### **I. ELIGIBILITY:**

- A. All regular full time employees are eligible for coverage on the first day of the month following thirty days of employment.
- B. The eligible employee must obtain a University Disability Certificate form from the Human Resources Office that must be presented to the attending physician for completion and signature. The certificate must be returned to the Human Resources Office for approval prior to the disability income payments being processed.
  - 1. The attending physician must supply the anticipated date that the employee may return to work with the type and duration of any applicable workplace restrictions.
  - 2. The employee remains eligible for continued disability income payments only while under the immediate care of the physician whose signature appears on the Disability Certificate.

### **II. BENEFIT DESCRIPTION:**

- A. Disability income payments will begin on the eighth consecutive calendar day of absence due to illness. Employees are required to use accrued unused sick, vacation and/or personal time during the qualifying seven-day period. If the employee does not have enough accrued paid time off to cover the waiting period, the employee must submit an application to the Human Resources Director for unpaid leave.
- B. Disability income payments will begin on the first day of absence due to a non-work-related accident.
- C. Disability payments may continue up to a maximum of one hundred thirty (130) work days per occurrence.
- D. While employees are receiving disability payments any University holiday that occurs will be paid in full. This will not extend the length of the disability benefits.
- E. Disability payments will be made on the University's regular payroll cycle. Federal, FICA and other authorized deductions will be withheld.
- F. If an employee (bi-weekly or monthly) who accrues vacation monthly misses ten (10) or more consecutive work days, the employee will be ineligible to accrue vacation time for the next month.
- G. In a case where there is a subsequent determination that the injury is work-related, short-

term disability payments made to the employee will be reimbursed to the University's short term disability plan by worker's compensation insurance. Any funds in excess of what is owed to the short-term disability plan will go to the employee.

H. If an employee on short term disability returns to work, then requests another short term disability leave for the same or similar diagnosis, the waiting period will be waived provided the new request comes within thirty days of the return to work.

I. The maximum allowed benefit in a twelve (12) month period is one-hundred and thirty (130) work days, beginning with the initial injury or illness for the same or similar diagnosis. For the purposes of this policy, that means a rolling twelve (12) month period measured forward from the date the short-term disability payments begin. Payments begin on the eighth consecutive calendar day of absence due to illness or injury that is non-work related.

J. Benefit Payment

1. Non-Exempt Staff

a. The amount of disability income payments will be seventy-five percent (75%) of an employee's daily pay for the amount of regularly scheduled work hours. The amount of disability income per day is computed on an hourly basis. For the computation of partially worked days, the disability payment is seventy-five percent (75%) of hours the employee is unable to work.

b. Employees are required to use accrued unused sick, vacation and/or personal time during an STD leave until all paid time off is exhausted. The University will begin drawing upon an employee's paid time off as follows: First all sick days will be used; then all personal time will be exhausted, and then vacation time. When an employee receives short-term disability benefits, the amount of paid time off required to be used will be limited to the amount needed to bring the employee to 100% pay (but not to exceed it) until all earned time is exhausted.

c. On University holidays, a non-exempt staff member on short-term disability will receive 75% of his/her daily pay, and the University will make up the 25% difference so that 8 hours of pay is received.

2. Exempt Staff

a. The amount of monthly disability income payments for exempt employees is equal to one hundred percent (100%) of an employee's monthly base salary. The amount of monthly disability income is computed on a per day basis.

### III. TERMINATION OF DISABILITY INCOME PAYMENTS:

A. Payments cease, or may be adjusted, on the day or partial day the employee's attending physician indicates the employee is medically able to return to work.

B. Payments cease upon the start of long-term disability insurance, Social Security disability payments or worker's compensation benefits.