



## **POLICY MANUAL**

### **BENEFITS**

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**Number 362**

**Subject: Short-Term Disability**

**Covered Employees: Benefit Eligible Employees**

**Date of Origin: January 24, 1997**

**Effective Date of Last Revision: July 1, 1999**

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#### **362.1 POLICY**

The short-term disability program is designed to replace a substantial portion of a benefit-eligible employee's income if he or she is unable to perform his or her regular occupation because of bodily injury, illness, or mental impairment. In addition, the employee must be under the care of a physician to be eligible for coverage.

#### **362.2 PROCEDURES**

##### **2.1 Premiums**

The University pays 67% and the employee pays 33% of the premium for the short-term disability program.

##### **2.2 Waiting Period and Duration**

There is a mandatory 10 working-day waiting period before any benefits may begin.

If an employee has no sick leave days available to cover all or a portion of the 10-day period, he or she may use annual leave or leave without pay. Academic year base faculty may be covered with salary from their department for the 10-day waiting period. Benefits begin on day 11 of the disability.

The employee may continue to receive benefits for up to 150 calendar days (approximately 5 months) from the first day of disability.

##### **2.3 Plan Benefits**

The benefits are 66-2/3% of the employee's budgeted salary for the period of disability, up to 150 calendar days (approximately 5 months).

If an employee has accumulated sick leave, he or she may coordinate short-term disability payments with partial sick-leave payments. For each day of disability, the employee may use 20% of one sick-leave day to increase the combined payment to a maximum of 86 2/3%.

In situations of partial disability where the employee is able to perform some duties of his or her job, short term disability payments and income earned from other sources are coordinated using the formula specified in the plan.

## **2.4 Employment Status**

An employee receiving benefits shall not be terminated from the University. The employee shall resume the duties of his or her regular position when the short-term disability period is completed, unless the employee continues disability under the Long Term Disability Program. Return to work at the conclusion of a disability period requires the release of the employee's attending physician showing the employee is fit to return to work. This release should also identify any work restrictions that may apply. An employee who voluntarily resigns while receiving benefits will continue to have coverage until the eligibility period expires.

The University will continue to make contributions to the retirement plan on behalf of an employee on short-term disability. Employee premiums for medical, dental, and life insurance coverage are waived during the period of disability.

## **362.3 RESPONSIBILITY**

### **3.1 Office of Human Resources**

Responsible for assisting in the implementation of this policy in accordance with the University's short-term disability plan.