

## SHORT-TERM DISABILITY

### I. SCOPE

Benefit-eligible staff and administrators.

### II. PURPOSE

To provide salary continuation to benefit-eligible employees who are unable to work for medical reasons.

### II. POLICY

Benefits-eligible employees who become unable to work for medical reasons that are not work related may have their current salary continued for a specified period under the terms of the short-term disability program. While receiving benefits under the short-term disability program, employees keep all other benefits, except for sick and vacation time accumulations and holiday pay.

Short-term disability benefits depends on length of service and duration of absence and are paid according to the following schedule:

Years of service	3 – 6 weeks of absence	7 – 12 weeks of absence
Less than 1 year	No benefits	No benefits
1 – 4 years	100 % of pay	60% of pay
5 years or more	100% of pay	100% of pay

**Multiple periods of disability.** If the same or related causes produce additional periods of disability, the benefits due to the individual are calculated by the original benefit schedule, and the total hours or days covered are reduced by the amount of time already used for that disability. However, each disability resulting from a new cause will be considered separately, and short-term disability benefits may be used for more than one unrelated disability per service year, subject to the service-related limits shown below.

**Partial absences.** Short-term disability benefits may be paid in increments of no less than one hour to employees who are able to work on a reduced schedule but must take time off for the treatment of a medical condition. The total short-term disability benefits paid for partial absences cannot exceed the amount that would be paid if the employee received the benefits on a continuous basis.

### **III. PROCEDURE**

Short-term disability benefits will be paid out to eligible employees starting at the third week of absence and upon receipt of a physician's statement confirming the disability and stating the anticipated duration. At the end of the period of absence indicated by the physician, short-term disability payments normally will be withheld by the University until updated medical information is received. The University reserves the right to appoint an independent physician to verify the medical condition of the employee. Should differing opinions be offered by the individual's physician and the physician selected by the University, the opinion of a third health care provider, jointly selected by the employee and the University, will prevail.

An individual must provide a physician's statement releasing the patient to return to work before he or she may resume work at the University.

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