



		<b>Policy Section:</b>	Institutional Support
<b>Policy Number:</b>	5521-21	<b>Policy Title:</b>	Short-Term Disability
<b>Original Effective Date:</b>	3/12/2015	<b>Department:</b>	Human Resources
<b>Date Last Revised:</b>	(new)		

**Purpose:**

The University desires to provide a degree of income replacement to certain eligible employees who experience a serious injury, illness, or medical condition which prevents them from working for a period ranging from 3 business days to six months. For those who meet eligibility requirements, Family and Medical Leave (FMLA) may be provided for up to 12 weeks. As requested and approved, Personal Leave may be provided for up to three one-month periods. Together, and when used for the employee’s own serious health condition, these leaves serve as the basis for determining the short-term disability (STD) period during which an employee may be eligible for disability benefits. Together, the provision of STD benefits during FMLA leave and Personal Leave serves to replace a portion of eligible employees’ income through a maximum period equal to the waiting period for long-term disability insurance benefits which, if applicable, take effect six months following the date on which the disability began.

**Eligibility:**

The short-term disability benefits provided by this policy take effect for leaves which are requested on or after the date this policy was last revised.

The short-term disability (STD) benefit described herein is available to employees who qualify for FMLA, and/or Personal Leave (as approved) for their own serious health condition.

The eligibility requirements applicable to FMLA are also those which apply to this policy, as is the process for requesting STD benefits. Refer to the Family and Medical Leave Act policy, 5521-08, to understand the eligibility requirements for using FMLA for one’s own serious health condition.

Employees who experience a serious injury, illness, or medical condition which prevents them from working but who do not meet the length-of-employment eligibility requirements for Family and Medical Leave must use sick/personal and vacation paid time off (PTO) (as available). If this PTO is not available or sufficient to cover the period of absence, the employee must apply for a personal leave of absence. Refer to the Personal Leave of Absence policy, 5521-10, to understand the request and approval process for personal leaves of absence.

To receive STD benefits, the employee may be required to periodically provide updated information from his/her attending physician to substantiate the continuing requirement and eligibility for leave.

## 1.0 Benefit

### 1.1 Pay Continuation During FMLA

#### 1.1.1 Staff and Administrators

Sick/personal and vacation paid time off (PTO) is used when FMLA begins. Following use of available sick/personal and vacation PTO, eligible staff employees and administrators are paid 80% of their regular pay for the remaining period of FMLA used for their own serious health condition.

#### 1.2.1 Faculty

1.2.1.1 When faculty eligible for FMLA qualify for leave for their own serious health condition and their absence causes them to be unable to fulfill regular duties such that the University is required to assign teaching and/or administrative duties to other faculty, faculty will be

- paid at 100% of pay for up to six weeks (including use of vacation), as the first portion of the leave;
- paid 80% of their regular pay during the remainder of FMLA leave so long as the leave requires reassignment of duties.

### 1.2 Pay Continuation During Approved Personal Leave:

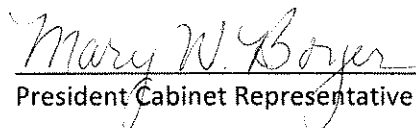
Employees approved for a personal leave of absence for use for one's own serious health condition, and who meet the eligibility requirements of FMLA, are paid 70% of their regular pay for the one, two, or three months of personal leave, as approved.

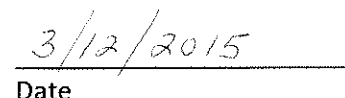
## 2.0 Payment Method and Calculations

2.1 Regular weekly salary or wages will be used as the basis for the calculation of the short-term disability benefit. Overtime, overload, and compensation paid for co-employment or performance of duties outside of the employee's primary duties (such as adjunct or coaching pay) are not included in the calculation of short-term disability benefits.

2.2 When intermittent leave is requested and approved, the University will prorate a salary into an hourly rate and temporarily reclassify exempt employees as non-exempt for purposes of maintaining accurate attendance and pay records. This shall not be construed to be a permanent change to the exempt status of the position.

2.3 Short-term disability compensation is paid through payroll, with taxes, direct-deposit, and other mandated and elected deductions continuing as though the employee was receiving pay for actively working.

  
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President Cabinet Representative

  
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Date