



		Policy Section:	Institutional Support
Policy Number:	5521-21	Policy Title:	Short-Term Disability
Original Effective Date:	3/12/2015	Department:	Human Resources
Date Last Revised:	7/1/2023		

Purpose:

The University desires to provide a degree of income replacement to benefit-eligible employees who experience a serious (non-work-related) 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, upon conclusion of FMLA, for up to three one-month periods. Together, and when used for the employee’s own serious health condition, these leaves serve as a paid short-term disability (STD) period. The provision of STD benefits during FMLA leave and Personal Leave is 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, takes effect 180 days (approximately 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 to begin on or after the most recent revision date of this policy.

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 Pay Continuation During FMLA

1.1 Staff and Administrators

Available personal paid time off (PTO) is used when FMLA begins. Following use of available personal PTO, eligible staff employees and administrators are paid 50% of their regular pay.

1.2 Faculty

Available vacation PTO is used when FMLA begins. Following use of vacation time, and when the faculty member’s absence requires the University to assign teaching and/or administrative duties to others, the faculty member on leave will be paid at 50% of his/her regular pay for the remaining period of FMLA used for his/her own serious health condition.

2.0 Pay Continuation During 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 40% of their regular pay for the one, two, or three months of personal leave, as approved.

3.0 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.

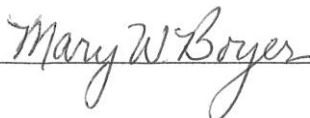
2.2 When intermittent leave is requested and approved, the University will prorate a salary into an hourly rate for the purpose of maintaining accurate attendance and pay records. This shall not be construed to be a change to the exempt status of the position.

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.

4.0 Continuation of Benefits During FMLA and Personal Leave

When an employee is approved for FMLA and/or Personal Leave for use for one’s own serious health condition, and has met the eligibility requirements of FMLA, s/he may remain covered under the University’s health insurance plan (as elected prior to FMLA leave) and will be required to continue to pay the designated portion of the premium through payroll deduction. The employee may choose to continue contributions to F.S.A., H.S.A., and 403(b) plans, as elected prior to FMLA leave.

Employees on approved FMLA and/or Personal Leave for use for one’s own serious health condition will receive the calculated portion of regular pay for University-observed holidays, and the holidays will count as leave time.



President Cabinet Representative

February 28, 2023

Date