



## Short-Term Disability Program Policy

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This program is a benefit that helps supplement an employee's income if an absence stemming from a non-work-related illness or injury, occurring to an employee, requires an extended amount of recovery time. All library staff members are eligible for this benefit; however, the library offers different coverage for employees classified as full-time versus employees classified as part-time.

For the purposes of offering disability coverage, a full-time employee shall be defined as an employee regularly scheduled to work 30 hours or more per week.

Full-time employees shall be eligible to participate in the program at their start date; part-time employees are required to complete one year of service before becoming eligible to participate.

### **Full-time employee short-term disability coverage includes the following restrictions:**

The disability program covers all medical illnesses and conditions requiring more than 30 calendar days of recovery time. Eligibility for short-term disability leave is calculated starting from the first work day missed for off-the-job injuries or sickness. In order to be eligible to receive payments from the disability program, the following requirements must be met:

1. Thirty working days must be missed before the disability paid leave can start.
2. The library shall apply any accrued sick, personal, or vacation leave to the qualifying period before the leave begins. Should an employee have more accrued time available than is required to cover the 30 calendar days, the library will limit the use of paid time off to cover only this qualifying period.

Payments will be based on 60% of the employee's normal weekly salary, up to the maximum weekly benefit provided by the library's insurance provider. The library's insurance provider shall determine how benefit payments will be dispersed. The maximum number of days that can be taken when requesting short-term disability leave is nine weeks.

The library will continue to pay for the employee's portion of medical insurance during the leave period. The employee will not accrue sick time or vacation time while on short-term disability leave.

Employees must experience a new qualifying event each time they are covered by the program; however, there is no limit on the number of times an employee can participate in the program in any given time frame.

Documentation from a doctor, including the date of the first absence related to the condition requiring the extended recovery time, should be provided at the time the request for disability leave is submitted.

**Part-time employee short-term disability coverage includes the following restrictions:**

The disability program covers all medical illnesses and conditions requiring more than 30 calendar days of recovery time, with the exclusion of maternity leave or rehabilitation for substance abuse. Eligibility for disability leave is calculated starting from the first work day missed. In order to be eligible to receive payments from the disability program, the following requirements must be met:

1. The greater of four full work weeks or 80 working hours must be missed before the disability paid leave can start.
2. All accrued personal and vacation time must be used up first before an employee is able to collect a disability payment. The employee will not accrue vacation time while on short-term disability leave.

Payments will be based on 60% of the employee's normal weekly salary. The first check will be issued on the next pay day after the eligibility requirements have been met. Subsequent checks will be issued with the calendar established for the normal library payroll. The maximum number of days that can be taken when requesting disability leave is nine weeks.