

## Class 2 - Disability Insurance Staff

University of Detroit Mercy provides all eligible employees **Short Term Disability (STD)** and **Long Term Disability** Insurance through UNUM. STD/LTD provides income protection in the event you become disabled and are unable to work due to sickness or injury. STD/LTD provides an important source of income that can affect your financial security and that of your family. Please review your UNUM plan booklet for more details.

Benefit Highlights	Short Term Disability
<b>Benefit Amount</b>	Staff employees must exhaust all of their accrued sick days (with an option to reserve up to 40 hours in their sick bank), and will receive 100% pay during the period of disability leave. Once these sick days are exhausted, an employee can request to use vacation days/personal days in order to receive 100% pay during the period of disability Leave. Employees will not be required to exhaust any future accruals. Once an employee has exhausted existing accruals, they will receive 70% of their pay for the duration of their disability leave up to a maximum combined leave of 25 weeks.
<b>Benefit Duration</b>	25 weeks
<b>Pre-Existing Limitation</b>	None
<b>Benefits Begin On:</b>	
◇ <b>Due to an Accident</b>	6th day
◇ <b>Due to an Illness</b>	6th day

Benefit Highlights	Long Term Disability
<b>Benefit Amount</b>	60% of your Base Monthly Earnings
<b>Elimination Period</b>	180 days
<b>Benefit Monthly Maximum</b>	\$2,500
<b>Benefit Duration</b>	For the first two years of disability, you will receive benefit payments while you are unable to work in your own occupation. After two years, you will continue to receive benefits if you cannot work in any occupation based on training, experience and education. Benefits are payable for the period during which you continue to meet the definition of disability and is accordance with the SS ADEA (to normal Social Security age) duration schedule.
<b>Pre-Existing Limitation</b>	Benefits will not be payable for the first 12 months of coverage for any pre-existing condition that began within 3 months prior to your effective date.



## Short Term Disability Policy

The University will provide a Short Term Disability Benefit at no cost to all full time and modified full time employees, which is to be utilized in the event of an employee's illness, injury and/or disability. A Short Term Disability Leave is defined as absences of more than five (5) consecutive workdays. For purposes of eligibility for compensation during leave, any two periods of disability caused by the same or a related injury or sickness are considered a single period of disability if they are separated by fewer than three (3) months. Short Term Disability benefits are available to all eligible employees upon completion of their probationary period. Short term disability will be granted and benefits paid upon approval by the insurance carrier. A claim can be established by phone or by accessing the carrier's website. See [Disability Plan](#) for more information. Employees will also be required to submit verification from their physician that they are capable of returning to work at the conclusion of a disability leave. This verification must be presented to the Human Resources Department before they will be allowed to return to work.

Upon approval from the insurance carrier, administrative employees who are absent more than five (5) consecutive workdays will begin to receive Short Term Disability benefits effective the sixth day of disability. Disability benefit is valued at 100% pay for one month (4 weeks) for each year of full-time service. All remaining months of short-term disability will be paid at 70%. During the elimination period accruals must be used for pay. Accruals will first be deducted from available sick hours. Once sick hours are exhausted, vacation accruals will be applied. Employees must notify Human Resources if they wish to reserve up to 40 hours of sick time accruals.

Staff employees will exhaust their accrued sick days (with an option to reserve up to 40 hours in their sick bank) both during the elimination period and during their disability leave in order to receive 100% of pay. Once these sick days are exhausted, an employee can request to use vacation days or personal days in order to receive 100% pay during the period of disability leave. They will not be required to exhaust any future accruals. Once an employee has exhausted existing accruals, they will receive 70% of their pay for the duration of their disability leave up to a maximum combined leave of six months. Since Short Term Disability leave is a FMLA Qualifying event, you should reference the University's [FMLA policy](#) for additional information.

Please also view [FAQ's for Paid Time Off Policies](#) for more information.