

## 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.