

	INTEROFFICE PROCEDURE	INTEROFFICE PROCEDURE APPLICATION: Non-Union Employees		
TITLE: Short-Term Disability	EFFECTIVE DATE 12/05/2017	SUPERCEDE	POLICY NUMBER IO-63	

DIRECTIVE

In accordance with the Short-Term Disability policy (HR-42), Washtenaw County Road Commission (WCRC) provides all eligible employees with Short-Term Disability (STD) insurance, which provides partial income replacement in the event an employee is disabled and unable to work due to a non-work related injury or illness. Below are procedures for using the STD benefit.

FILING A CLAIM FOR STD

- A. Notify Human Resources as soon as the need for STD leave arises and obtain a STD claim packet.
- B. It is the employee's responsibility to complete the STD claim packet along with their attending physician or medical provider. The completed packet can be mailed or faxed directly to the third party vendor or returned to Human Resources.
- C. If the employee's incapacity constitutes a serious health condition as defined by the Family Medical Leave Act (FMLA), Human Resources will provide the employee with the *Designation Notice* (WH-382) form notifying the employee that their leave qualifies as FML.
- D. Once the third party claims administrator receives the completed STD claim form they will make a disability determination and notify the employee directly if their claim has been approved or denied.
- E. Upon approval from the third party claims administrator the employee must notify the Payroll Clerk how they want to pay for their mandatory and voluntary deductions while on STD leave. Employees may choose to use their accrued annual leave to cover their deductions while on STD leave or write a check to either the WCRC or their third party vendors directly as determined by the Finance department.

DURING STD LEAVE

- A. An employee must provide Human Resources with periodic reports of their status and intent to return to work every 30 calendar days.
- B. An employee must provide payments for mandatory and voluntary deductions which must be received prior to each bi-weekly check date.

RETURN TO WORK

- A. An employee must provide a fitness for duty clearance to the third party vendor from their health care provider on or before the date the employee is scheduled to return to work.
- B. An employee must return to work on the first scheduled workday after the last day of approved STD leave or request additional leave on or before the last day of approved STD leave.