

 ORGANIZATIONAL POLICY	GENERAL ADMINISTRATION APPLICATION: All Employees				
	TITLE: Short-Term Disability	RESOLUTION NUMBER RC19-017	SUPERCEDE RC17-427	EFFECTIVE DATE 01/15/2019	SUPERCEDE 12/05/2017

INTENT

It is the intent of the Washtenaw County Board of Road Commissioners to provide employees of the Washtenaw County Road Commission (WCRC) with Short-Term Disability (STD) insurance which will provide partial income replacement in the event an employee is disabled and unable to work due to a non-work related injury or illness.

GENERAL PROVISIONS

- A. All disability determinations, claims and payments will be handled by a third party vendor.

ELIGIBILITY

- A. All regular full-time employees of the WCRC working more than 30 hours per week will be eligible for STD effective on the first day of the month following completion of one hundred and eighty (180) calendar days of continuous active employment.

ELIMINATION PERIOD

- A. An employee must be continuously disabled for seven (7) calendar days before STD benefits begin.
- B. An employee must use accrued annual leave for the seven (7) calendar day elimination period. If an employee does not have any annual leave then the elimination period will be taken unpaid.

BENEFIT

- A. STD will pay 66.6667% of an employee's weekly earnings to a maximum benefit of \$1,500 per week for a maximum of 26 weeks.
- B. An employee may elect to use accrued annual leave to supplement the STD benefit, in an amount sufficient to maintain his/her regular weekly income until said benefits are exhausted. It is the employee's responsibility to notify payroll.

BENEFITS DURING STD LEAVE

- A. WCRC will maintain health insurance and other group health benefits subject to applicable plan documents and law. An employee must continue to pay their share of the premiums for those benefits at the same contribution rate as an

active employee. The Finance Department must receive payment prior to each bi-weekly check date. If the payment is more than 30 calendar days late, the employee's health care coverage will be cancelled. The employee will be not be eligible to re-enroll until the next open enrollment period.

- B. An employee can continue to contribute to their voluntary deductions (deferred compensation, optional life, etc.) while on STD leave. The Finance Department must receive payment prior to each bi-weekly check date. If the payment is more than 30 calendar days late, the employee's voluntary deductions will be cancelled. If the employee chooses not to continue the voluntary deductions through STD leave, they may not be eligible to re-enroll until the next enrollment period.
- C. An employee will accrue annual leave while on STD leave. However, the employee will not accrue annual leave during the elimination period if it is taken unpaid.
- D. An employee will earn service credit for pension purposes while on STD leave. However, the employee will not earn service credit during the elimination period if it is taken unpaid.
- E. Holiday pay will not be granted while on STD leave. However, holiday pay will be granted if the holiday falls during the seven (7) calendar day elimination period.

FAMILY MEDICAL LEAVE ACT (FMLA)

- A. If an employee's incapacity constitutes a serious health condition as defined by the FMLA, then STD will run concurrently with FML in accordance with the Family Medical Leave policy (HR-17).

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 is expected to return to work no later than the next regularly scheduled workday after the expiration of the approved leave. If an employee fails to return to work as scheduled after an approved leave, the employee may be subject to discipline, up to and including termination.
- C. If an employee is not released to return to work by their health care provider following the expiration of their STD leave they will be terminated effective the day after their leave expires.