

Short-term Disability Guide

Short-term disability benefits are intended to provide continuation of income and benefits for periods of time an employee is medically disabled and unable to work.

- [View the college policy on Short-Term Disability \(STD\).](#)

Eligibility:

- Full-time regular exempt and non-exempt staff are eligible to participate in the Short-Term Disability Plan six months from the first on the month following their date of hire.
- Full-time faculty are eligible to participate in the Short-Term Disability Plan the first of the month following their date of hire.
- Adherence to college policy and procedures and timely completion of all required forms

Benefit: If Short-term Disability benefits are approved (deemed medically necessary), benefits are paid for a maximum of 26 weeks of disability at 66 2/3 the base salary in effect at the time of the disability event. Employees will be required to provide certification from their physician of disability before payment begins and regularly during the period of absence.

Duration: Up to 26 weeks if medically necessary or when an employee is cleared by a physician to return to full duty, whichever is sooner.

Start date: On the first day of absence

Waiting period: Short Term Disability payments begin 30 days after the first full day of absence due to illness or injury and/or after all the employees accrued sick and vacation leave has been exhausted.

Other considerations:

- For the duration of your FMLA leave, the College will maintain your benefit coverage. However, you will continue to be responsible for your portion of the cost-sharing of the premium payments.
 - If you fall into unpaid leave status, you will be responsible for submitting a check to the college on the 15th of each month for your share of the premium payments. Human resources will provide this information to you.
- You are required to use all available time off to cover FMLA-STD absences. If you do not have enough available time, please contact Human Resources to inquire about the Vacation Donation program.
- Employees absent on Short Term Disability are not eligible for any salary increases which occur during their absence. When they return to work, they are eligible for the general increases, if any, that occur during their absence.
- At the end of the 26 weeks of disability payment, if the employee is still unable to return to full duty, they will be terminated from the College due to the workload requirements of each unit. If the employee has elected to participate in the Long-Term Disability Plan offered by the College they may be eligible for benefits from that Plan.
- Short-term disability leave will run concurrently with [FMLA](#).
- **Employees** are responsible for adhering to the disability policy as well as the application and notification procedures outlined below.
- It is the responsibility of a **manager** to inform an eligible employee of the availability of leave benefits in the event of the employee's disability.

Short-term Disability Leave Process

Employee's Initial Steps

1. Contact your manager and Human Resources to inform him or her of your absence/need for a leave of absence.
2. Review the [FMLA policy](#) and the [Short Term Disability](#) Plan in the personnel manual on the HR-Benefit webpage.
3. Follow and complete the instructions provided to you by Human resources.
4. Complete the [Short-Term Disability application](#)
 - a. Submit all completed paperwork no later than 15 calendar days from the day the leave was requested in order for your request to be processed. This includes the paperwork from your physician/healthcare provider. If the completed paperwork is not returned to Human Resources within 15 days, your request for leave may be denied. Forms are to be faxed to 318-869-5281.

Employee's Steps Required While on Leave

1. If you are on leave due to a birth or adoption of a child:
 - a. Contact the Director of Human Resources at hr@centenary.edu within 31 days to complete a family status change in order to add the child to your health insurance.
 - b. You may also want to update your life insurance and retirement plan beneficiary information.
2. Stay in touch and provide a status update to your manager throughout your leave.
3. Time Reporting
 - a. Non-exempt employees are required to submit time off requests in eSelfServe the Friday prior to each payroll and use all available vacation or sick accruals to remain in paid status. After the 30-day waiting period STD payments will begin. **If there is not enough accrued time to cover the 30-day waiting period the employee is required to notify Payroll** and will fall into unpaid status and will be

required to reimburse the college for their cost-share of their elected benefit premiums.

- To access your accrual balance log into eSelfServe and click on the “Time Off” tab
- Vacation Donation is available but is not a guaranteed to cover your entire leave. Please contact Human Resources to learn more.

b. Faculty employees do not accrued time off and will immediately fall into unpaid status and be required to reimburse the college for their cost-share of their elected benefit premiums while in unpaid status.

4. If you are on an intermittent leave, you are required to submit a time off request in eSelfServe using available vacation or sick accruals where possible, otherwise you will fall into unpaid time during the time you are not at work. This time off must be recorded and presented to the college Payroll team each Friday before a payroll date. **You must contact Payroll and present the hours you work and the hours to be applied to your approved leave of absence.** Failure to provide Payroll with this information on a timely basis may result in you not being paid or being underpaid.
5. If your circumstances change while you are on leave and you are able to return to work earlier than expected please notify AbsencePro and your manager as soon as possible before returning to work.
6. If you need to extend your leave beyond your expected return to work date, you must notify Human Resources and your manager at least five work days prior to the date you had originally intended to return to work. We will work with you to complete the steps necessary to extend your leave.

Employee’s Steps Required to Return to Work

Before your return to work, you will be required to present proof of your certified [Fitness for Duty](#) certification. If such certification is not received as applicable, your return to active employment will be delayed until certification is provided.

If you are returning to work earlier than anticipated, you must notify your HR and your manager a minimum of 5 business days prior to your expected return date.

Failure to notify your HR/supervisor may delay your return to active employment.

Short-term Disability leave FAQs

What is short-term disability leave?

Short-term disability is Centenary's salary continuation program and can run for up to 26 weeks for an employee if the employee has a medically necessary leave of absence.

How long can I be on short-term disability?

Up to a maximum of 26 weeks as long as the leave is medically necessary. The duration of short-term disability is determined by the physician.

What happens when my short-term disability expires and I am not able to return to work?

If an employee is not able to return to work on the expected return to work date, the employee must contact AbsencePro (Centenary's leave administrator) and their manager at least five days prior to the original intended return to work date in order to have the leave extended.

What happens if I exhaust all of my short-term disability and I am not able to return to work?

As you approach the 26th week of short-term disability you may want to consider applying for long-term disability. For more information about long-term disability, contact the HR at hr@centenary.edu or call (318) 869-5191.