

Short Term Disability Policy

The University sponsors its own short-term disability plan for eligible full time employees utilizing the services of its long-term disability insurance provider for review of claims. This benefit is for qualified medical conditions arising from non-business related illness or injury and requires one (1) year of full time employment before an employee is eligible for coverage.

To receive disability pay covered employees must provide proof of the disability to the Director of Human Resources, in the form of written medical evidence, which is subject to review by the University's disability insurance adviser. The short term disability leave period begins on the date the request is approved. There is a fifteen (15) calendar-day elimination period before compensation benefits are available to be paid for a covered injury or illness.

The paid benefit is equal to fifty percent (50%) of an employee's regular base compensation and is paid through the standard payroll process. Employees are required to use all available PTO prior to receiving compensation benefits under this short-term disability plan.

Coverage is limited to a maximum of ninety (90) calendar days (including the 15 day elimination period), at which time the employee may consider applying for benefits under the University's long-term disability plan.