



## Short Term Disability Policy

### PURPOSE

The short-term disability benefit provided by Grand Traverse County is an employer-funded plan providing income replacement for employees unable to work due to illness, pregnancy or injury.

### POLICY & PROCEDURE

#### Eligibility

As defined by the insurance policy, regular status employees working a minimum of 15 hours per week shall be eligible for short-term disability effective the first day after 180 calendar days of continuous employment and who are unable to work due to illness, pregnancy or injury.

#### Benefit Payment

The short-term disability benefit payment is 66 2/3% of pre-disability base earnings after a waiting period of seven (7) calendar days with a maximum disability period of 182 days. The maximum benefit is \$3,500 per week. Employees have the option to have tax withholdings done at time of payment since this is considered taxable income. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work. An employee receiving Workers' Compensation or disability pay under any state or federal plan is ineligible for this benefit.

Employees are automatically enrolled in this coverage upon meeting the member and eligibility requirements as defined by the insurance policy.

#### Medical Certification

The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to the Human Resources Department, who will review the certification and make a determination on benefit qualification.

Health care benefits will be maintained at the same level while covered by short-term disability with the employee being responsible for paying their required monthly contribution, if any. For purposes of retirement benefits, the period of short-term disability will count towards the employees vesting schedule under the defined contribution plan and will count as service credit earned under the defined benefit plan.

#### Return to Work

The employee must return to work as soon as permitted by his or her health care provider. The employee must submit a fitness-for-duty clearance to Human Resources. An employee whose absence has been designated as Family and Medical Leave Act (FMLA) leave is eligible for reinstatement as provided by the FMLA. Employees are required to give a two-week notice, when possible, of their ability to return or not return to work while covered under short-term disability. Short-term disability may run concurrently with the Family Medical Leave Act.

Employees with questions regarding this policy should contact the Human Resources Department.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

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