

Short-Term Disability (STD) & Family Medical Leave (FMLA)

Information Guide

The information below is a guide for both employees and managers to better understand the benefits of FMLA & STD and how they work together. Also included are steps that an employee should follow when filing a claim as well as helpful hints to make the process as smooth as possible. For complete information on both FMLA & STD please see the policy on the HR website.

When Out of Work for Your Medical Condition

- If an employee is out of work for a serious health condition for more than 3 days the University is required to inform the employee of their FMLA rights.
- In an effort to ensure employees receive proper FMLA notification and to ensure STD disability claims are approved in a timely basis (to prevent disruption of pay) faculty and staff are asked to contact URHR if out more than 3 work days.
- Managers must notify URHR when employee is not able to do so.
- **Employees are only eligible for payment past the two-week elimination period if Cigna approves their leave, regardless of what leave balances the employee may have available.**

Filing a Claim

Step 1. Employee should notify HR by calling the URHR Solution Center (ext. 8747)

- Must let HR know if they are approved STD, do they prefer to take accrued sick leave first at 100% pay or be paid at 66 2/3% through STD.
- If the employee doesn't contact URHR then they will be paid from sick leave accrual prior to being paid the 66 2/3% STD.

Step 2. Employee calls in their claim directly to Cigna (1-800-362-4462)

- Once Cigna receives information from physician they will make determination on the claim.

Step 3. Employee & HR will receive a letter from Cigna with start and end date of the claim.

- Employee should confirm dates on the letter. Contact physician as soon as possible if they don't agree with the start and end date of the claim as the employee will not receive any pay past the certification date.

Step 4. UR will make pay employee on normal pay cycle through Banner based on the start and end date of the claim only.

- If Cigna does not receive information in a timely manner from physician this could cause an employee's pay to be disrupted.

- UR will only pay an employee (either accrued sick/vacation time or 66 2/3% STD) through the return date on the approval from Cigna.
- Employee must understand that they are not able to use accrued sick leave after a claim has been closed.
- If physician only puts the employee out until next follow-up appointment then Cigna can only approve claim through that date. This could cause a disruption in pay.

FMLA – As it relates to STD

- Employee may be permitted to take up to a total of 12 weeks of job-protected leave in a 12- month period to attend to a serious personal medical condition(s).
- To be eligible an employee must have been employed by the University for at least 12 months and must have worked 1,250 hours in the previous 12 months.
- Employee must provide the University with notice 30 days in advance if the absence is foreseeable. If the request for the leave of absence is not reasonably foreseeable, then the employee must notify the University as soon as possible. Any failure to give a timely notice may cause the leave to be delayed.
- The employee may be required to furnish the University with reports on status, intent to return, and re-certification of a serious health condition at 30 day intervals.

STD

- Salary continuation for full time faculty and staff who have an illness or injury and cannot perform duties of position.
- The University has contracted with Cigna to adjudicate (approve) all STD claims. This includes all employee absences for medical reasons over 14 work days even if the employee chooses to remain on their accrued sick and/or vacation time.
- Cigna works with the employee's physician to approve the claim and determine the duration of claim.
- Benefit Waiting period (14 days) – time employee must be out prior to being eligible for STD payment (consecutive days not business days)
 - staff will use sick/vacation/personal leave during 14 day waiting period
 - faculty will be paid during 14 day waiting period (no sick or vacation accrual)
- Maximum Benefit Period - 24 weeks -beginning on the 15th day out
- Weekly benefit percentage
 - 66 2/3% of base salary for staff
 - 100% of base salary for faculty - faculty do not accrue sick and vacation time
- Staff may choose to take accrued sick leave prior to being paid at the 66 2/3% STD rate. This would allow an employee to be paid at 100% if they use their sick leave.