Short-Term Disability Policy
Changes as of 7/1/16
For Regular Full-time Staff Through Grade 28

https://www.hr.upenn.edu/myhr/resources/policy/timeoff/std
What Is Short-term Disability (STD)?

Short-term disability is continuation of base pay when an eligible staff member is required to be absent from work due to a disabling medical condition, pregnancy or injury.
Why Has The Policy Been Changed?

- This policy has been changed in order to support regular full time staff members’ pay continuation during a period of disability regardless of weekly or monthly paid status or length of service.
- The previous method of accrual (by saving sick time) is being replaced with up to 26 weeks of pay: 8 weeks at 100% and 18 weeks at 75%.
- There will no longer be a gap between STD and LTD (for those who qualify).
What Are The Eligibility Requirements?

- All existing full-time staff members grade 28 and below*
- New hires will be eligible on the first day of the month following hire date*
- Leaves beginning prior to 7/1/16 will be covered under the old policy

*University staff members who are covered by collective bargaining agreements should refer to the appropriate contract article. Any contract articles incorporating or referring to previous editions of this policy shall be superseded by the current policy.
What Are The Rules Regarding STD Usage?

- The duration of the disability must be 10 or more consecutive work days
- The employee must be certified by a physician as disabled
- The first 10 days are the waiting period during which time sick and PTO are used
- If sick or PTO are not available, the waiting period is unpaid
- The maximum period of disability pay cannot exceed 6 months, 26 weeks, or 132 days during a 12 month consecutive period
- While on disability, staff are not eligible for holidays or special vacation periods
- Additional sick leave and PTO do not accrue while on STD
Salary and Benefits Continuation

• After the waiting period, base pay is continued at 100% for the duration of the disability up to a maximum of 6 weeks
• If the disability leave is approved beyond the first 8 weeks, base pay continues at 75% for a maximum of 18 additional weeks
• Benefits deductions continue as if active; no need for build up in suspense since no interruption in pay
For Example

Melissa B. - Weekly Paid Employee hired on 7/29/13
Pregnancy Leave Beginning 9/14/16, 8 weeks after 9/14/16 delivery = 11/8/16
FMLA Approved through 12/6/16

<table>
<thead>
<tr>
<th>Time Balances</th>
<th>Sick - 22 days</th>
<th>PTO - 20 days</th>
<th>STD - 10 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Policy</td>
<td>100% (Sick) 22 days</td>
<td>100% (PTO) 10 days (50%)</td>
<td>100% (STD) 8 days</td>
</tr>
<tr>
<td>7/1/16 Policy</td>
<td>100% 10 sick days</td>
<td>100% (std) 30 days</td>
<td>100% (PTO) 18 days, 2 holidays</td>
</tr>
<tr>
<td></td>
<td>9/14/16- 9/27/16</td>
<td>9/28/16 - 11/8/16</td>
<td>11/9/16 - 12/6/15</td>
</tr>
</tbody>
</table>
What Happens to Existing Sick Balances and Future Accruals?

- Sick balances as of 6/30/16 will remain and may be used during the waiting period, for unrelated illnesses, doctor’s appointments, intermittent FMLA and care of a family member (up to 5 days in a calendar year)
- No new accruals until the sick bank is reduced to 24 days
- Sick days will continue to accrue at the rate of 1 per month up to the new maximum of 24 days for new hires and for those whose sick balance is below 24 days
What Happens to Existing STD Balances and Future Accruals?

- STD balances as of 6/30/16 will remain and may be used during weeks 9-26 in order to replace 75% of salary with 100%
- One day for one day exchange; no buy up
- STD balances will expire on 6/30/18
- No additional STD days will accrue after 6/30/16
- Employees hired on 7/1/16 or later will not accrue STD days.
Application Process

- STD benefits run concurrently with the Family and Medical Leave Act (FMLA)
- A staff member with a need for leave should notify his/her supervisor or BA who will provide him/her with the forms
- The employee must complete and return the STD/FMLA application form to his/her department who will return it to HR
- The employee’s physician must complete and return the certification form within 20 days
- If the certification form is incomplete or not returned within 20 days, a grace period of 7 days will apply (reduced from 20 days previously)
Pregnancy/Maternity

• The normal period of disability from the date of delivery is 8 weeks
• Disability beyond 8 weeks must be medically certified by the employee’s physician
• PTO will be used after the disability period ends unless the employee elects otherwise
• Employees must provide a doctor’s note with the date of delivery once it occurs
QUESTIONS
For More Information

We will come to your school or center to present this information to all employees. If you are interested in this option, please send an email with a suggested date.

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