

## Short Term Disability Procedure For eligible salaried employees

### PREREQUISITE

To apply for Short Term Disability (STD), a regular, benefits eligible employee must be absent from work for at least two (2) consecutive weeks due to illness, injury or childbearing. The first two (2) weeks absent from work is known as the “waiting period”. No STD benefits are paid during this time. The employee will continue to receive their regular pay through their department. STD pay replacement begins on the first scheduled work day of the third week of the absence.

### APPLICATION

The STD application process must be completed by the employee before beginning STD leave. The application can be completed online on Matrix Absence Management (Matrix) website at [www.matrixservices.com](http://www.matrixservices.com) (Employees will be prompted to create an account to file an application). By phone at 1-877-202-0055 Lines are open 24 hours/day 7 days/week.

When it is not possible for the employee to complete this form (i.e.: hospitalization), the supervisor should complete it.

**Retroactive applications for STD (submitted after the employee has returned to work) will be denied.**

### PAYMENTS

The department pays the salary for the first two (2) weeks of absence due to disability (this should not be counted as employee vacation time but does count as STD). The Benefits Office begins payment on the third week of absence due to disability. Disability payments for the first eight (8) weeks are at 100% of pay; STD payments beginning on week nine (9) of disability are at 60% of pay. The maximum length of STD is 26 weeks.

### UTILIZATION OF VACATION TIME

When STD payments change from 100% of pay to 60% of pay, the employee can elect to use accrued vacation time to make up the difference. When this is desired, the employee will need to complete a Short Term Disability Pay Supplemental Request Form and submit it to the Benefits Office. This form is sent to the employee along with the STD approval letter. The Benefits Office will notify the supervisor of the employee’s election to use accrued vacation time.

### STD AND FAMILY AND MEDICAL LEAVE

Under the provisions of the Family and Medical Leave Act (FMLA), employees can receive up to 12-weeks of paid and unpaid leave for specific reasons outlined in the Employee Handbook. To be eligible for FMLA leave you must have at least 12 months of continuous service and have worked at least 1,250 hours in the 12 months prior to applying for the leave.

Time on STD, as well as the “waiting period” all count as part of the allotment of the 12-weeks of FMLA leave.

The employee should contact the Benefits Office in cases where the STD benefits end and the employee plans to continue on permitted FMLA leave.

### RETURN TO WORK

Before an employee is able to return to work, he/she must submit to Matrix Absence Management (Matrix) three (3) business days prior to the return date a written note from their treating Health Care Provider certifying that the employee is fully able to work.

If the employee is able to return to work with restrictions, a written note from the treating Health Care Provider must clearly and specifically outline the work restrictions. The note must be submitted to Matrix Absence Management (Matrix) three (3) business days prior to the return date. The Benefits Office and employee’s supervisor will review the work restrictions to determine whether department operations can support the temporary restriction.

Employees (with or without restrictions) will NOT be allowed to return to work until he/she has submitted a written note from their treating physician certifying that the employee is able to return to work.

### **RETURN TO WORK PART-TIME**

When an employee returns to work part-time, wages for hours worked are paid by the department and STD replaces the regular hours not worked at the pay replacement level then available under STD (either 100% or 60%).

For example, an employee at the 60% pay level under STD returns to work on a part-time basis. The normal schedule is an 8-hour workday, but the treating Health Care Provider recommends no more than 4 hours of work per day. The 4 hours worked are paid by the department at the regular wage; STD replaces 60% of the remaining 4 hours not worked (2.4 hours).

### **STD AND WORKERS COMPENSATION**

An employee receiving workers compensation payments is also eligible to combine this payment with STD to receive 100% pay for up to eight (8) weeks. In this situation, the employee will receive 60% of pay from workers compensation and 40% from STD. If the employee is still out of work when the STD pay level is reduced from 100% to 60% (8 weeks), STD payments will end. Workers compensation payments are sent directly from the carrier, not Dartmouth College.

### **REQUEST FOR AN INDEPENDENT MEDICAL EXAMINATION**

Matrix Absence Management (Matrix) may request at any time that the employee using STD meet with a physician for an independent medical examination (IME). If this occurs, the full cost of the examination is paid by the College.

To continue STD benefits, the employee must keep the IME appointment. Should the employee have a conflict with the appointment time/date the employee must immediately contact Matrix Absence Management (Matrix).

### **LONG TERM DISABILITY**

When an employee is not expected to be able to return to work at the expiration of STD benefits, the employee may apply for Long Term Disability (LTD) benefits, if eligible. Generally, LTD begins after twenty-six (26) weeks of absence due to disability (within a 12 month period). In order for Matrix Absence Management (Matrix), the College's LTD benefits administrator, to evaluate and determine eligibility for LTD benefits the employee must have submitted a LTD application to Matrix and an application for a Social Security Award. These applications must be submitted in a timely manner to avoid delay in LTD benefits.

### **WINTER BREAK**

If an employee is receiving a reduced STD rate when the College is closed during Winter Break the employee will receive their full pay for the Winter Break. All other designated "Holidays" will be paid at their reduced STD rate.

### **QUESTIONS**

This document cannot cover all individual situations and is not intended to be a Summary Plan Description. The STD plan document governs the operation of the STD plan; you may obtain a copy of the plan document from the Benefits Office. Please refer to the Employee Handbook for more information. For questions regarding STD benefits, please call the Benefits Office at 603-646-3588. For questions regarding an existing application or claim, please call Matrix Absence Management (Matrix) at 1- 877-315-9838.