

## Disability Procedures

When an employee begins his/her disability leave, the following procedures need to be followed:

1. A *Request for Family/Medical Leave of Absence* form should be completed by the employee. Keep one copy in the employee's personnel folder and send a copy to Diocese of Rockford, Health Insurance Office, Attn: Misty Witt, PO Box 7044, Rockford IL 61125, when filing for short-term disability reimbursement.
2. After 10 working days of consecutive absence from work due to an illness, the short-term disability period begins. At this time, notify the payroll office as to when the employee began his/her absence. Employee is required to provide medical certification issued by health care provider. After sick days are exhausted, the employee receives 80% of his/her regular wages. Short-term disability period ends 3 months after the first day of absence for an injury or illness. Short-term disability for maternity leave for a normal birth is 6 weeks from the baby's birth date or 8 weeks if Caesarean section.
3. After an employee has been off work for 4 to 6 weeks, and it seems that he/she will not be able to return to work, contact the Health Insurance Office, 815/399-4300, ext 340 and request a *Long-term Disability Claim Statement*. The time limit for filing the claim is 90 days after short-term disability ends.
4. Upon completion of the long-term disability application, return it to the health insurance benefits coordinator and she will file the claim with the disability insurance company. Make copies of all paperwork before sending it on to the disability insurance company and keep in a permanent insurance file.
5. At the end of 3 months of short-term disability, if the employee still cannot return to work because of his/her illness, long-term disability will take over, paying 60% of his/her wages if qualified by the disability insurance company.
6. Prepare a routing sheet with recapping pertinent information about the employee and the relevant dates related to the disability claim
7. Five months after the beginning of the short-term disability period, send a letter to the employee regarding the need to get a letter from social security attesting to their disability status.
8. During the first year of an employee's disability, the employer will pay his/her health insurance premium. If he/she is still unable to return to work and remains on long-term disability, the Diocese will begin paying the premium for up to an additional 17 months, giving the employee ample time to file for Social Security Disability Benefits.
9. Two months prior to the end of the employee's health insurance coverage, send a letter to the employee reminding the person of the fact that the insurance is going to be ending.