

## BAY de NOC COMMUNITY COLLEGE PERSONNEL POLICIES AND PROCEDURES

**Originator:** Board of Trustees  
**Revision Date:** November 17, 2010 (previous revision date March 2007)  
**Subject:** Absences

### 704 SHORT-TERM DISABILITY POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to provide a short-term disability plan for full-time exempt and non-exempt staff.

#### **PROCEDURE:**

**704.1** An employee seeking to receive short-term disability benefits must first use all of his/her accumulated sick leave and accumulated vacation leave before he/she is eligible to receive disability benefits. The payroll office should be able to assist the employee in projecting when his/her accumulated leave balances will be exhausted. The employee can submit the short-term disability request (just a written note, memo or e-mail (with medical notice delivered via mail, etc)) well in advance of the exhaustion of accrued leave with that benefit kicking in when the leave balance is zero.

The human resources director will confirm the eligibility for benefits and approve or deny the request accordingly. The HR director will communicate the decision to the employee and if approved, to the payroll office. The HR director will advise the employee of the need to (a) Begin application for long-term disability by (DATE) should the employee's condition necessitate leave beyond the 90 day elimination period for Administrative employees or the 180 day elimination period for Full Time Faculty employees for long-term disability, and (b) the work requirement of a medical release authorizing the full or restricted return to work *prior to* returning to work (the employee may be on reduced hours with ST leave for the balance of time if the reduced work hours are approved by his/her doctor and the work restrictions are approved by his/her supervisor).

The payroll office will begin processing the short-term disability pay as soon as accumulated leave is exhausted. No timesheet is required for an employee who is on short-term disability (after accrued leave is exhausted). The short-term disability pay will be charged to the same general ledger account(s) as the employee's regular pay. The employee's benefits (except accrual of leave) will continue while the employee is on short-term disability leave.

Human resources will advise the payroll office of the discontinuation of short-term benefits when the employee returns to work or when the employee reaches eligibility for long term disability benefits. If the employee has returned to work, regular timesheets reporting hours worked will be submitted to payroll and the employee will begin earning accrued leave. If the employee has reached eligibility for long-term disability, all pay

and benefits will be discontinued on that date of eligibility (or the end of that month for benefits that run through the month end).

[Back to Personnel Policies and Procedures Index](#)

[Home](#)