

## **UNIVERSITY OF ROCHESTER**

### **SICK LEAVE PLAN FOR SHORT-TERM DISABILITY**

The Sick Leave Plan for Short-Term Disability pays all or part of basic salary for an eligible individual who is absent from work for a period of days, weeks, or months due to disability that is not related to the job and which prevents the individual from performing University duties and responsibilities. The Sick Leave Plan benefit varies and is determined by the individual's position, service date and length of service.

Sick leave may not be used to cover absence caused by illness of a member of the family, nor for absences other than those caused by personal disability of the faculty or staff member.

#### **Eligibility**

Regular and temporary full-time and part-time members of the faculty\*, regular and temporary full-time, part-time, and time-as-reported (TAR) staff members, and individuals who are at the University primarily for furthering their education but are employees (for example, post doctoral research associates) are eligible for coverage under the Sick Leave Plan for Short-Term Disability.

Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.

\*Faculty may refer to the Provost's website at: <http://www.rochester.edu/diversity/faculty/familyfriendly.html> for additional information.

#### **Premium Rates**

Benefits provided under the Sick Leave Plan for Short-Term Disability are paid out of University operating funds; faculty and staff members do not contribute to this Plan.

#### **Benefits Provided for Staff in Non-exempt Positions**

**Days of Sick Pay Provided:** For regular full-time and part-time staff in non-exempt positions whose primary appointment is in divisions **10** (Central Administration), **20** (River Campus), **21** (College of Arts and Sciences), **22** (College of Engineering and Applied Science), **23** (Simon School), **24** (Graduate School of Education and Human Development), **30** (Eastman School of Music) or **70** (Memorial Art Gallery), 10 days of sick pay protection are available immediately upon appointment and at the start of each anniversary year, up to a maximum accumulation of 20 days.

A "day" of sick pay means one-fifth of the staff member's standard weekly work hours. Sick days provide pay at the basic hourly rate (including shift differential where applicable) for normal hours lost **during the first seven calendar days of such disability**. Sick pay does not apply to bonus hours. In the case of a job-related disability, days of sick pay may be used to supplement Workers' Compensation payments during the first seven calendar days of disability.

With advance approval from the supervisor, a staff member may use days or part-days of sick pay to make up for time lost from work for visits to the doctor or dentist.

**Paid Time Off (PTO):** Another policy, Paid Time Off, provides one week of standard work hours at the start of each Plan Year for regular full-time and part-time staff in non-exempt positions whose primary appointment is in divisions **40** (School of Medicine and Dentistry), **50** (Hospitals and Clinics), **60** (School of Nursing), **90** (Medical Center Administration), **91** (Faculty Practice) or **92** (Eastman Dental Center). New employees are eligible for a pro-rated PTO allocation upon hire. See the Paid Time Off (PTO) Personnel Policy/Procedure #340 for guidelines and further details.

**Weeks of Sick Pay Provided:** For regular full-time staff in non-exempt positions who have six months or more service, the University Sick Leave Plan provides weeks of sick pay benefits (including shift differential where applicable) **beginning with the eighth consecutive calendar day of a disability absence.** (Sick pay does not apply to bonus hours.) A Benefit Year begins upon appointment and each succeeding service date and ends the day preceding the service date.

The weeks of full or half sick pay or both are shown on the following schedule:

**Weeks of Sick Pay for Regular Full-Time Staff in Non-exempt Positions**

Length of University Service at Beginning of Disability	Weeks of Sick Pay Protection Available per Benefit Year		
	Weeks of full pay	Weeks of half pay	Total
6 months but less than 1 year	0	26	26
1 but less than 2 years	1	25	26
2 but less than 3 years	2	24	26
3 but less than 4 years	3	23	26
4 but less than 5 years	4	22	26
5 but less than 6 years	5	21	26
6+ years	6	20	26

NOTE: Weeks of sick pay renew on your service date if you are actively at work in a benefit eligible position. If you are not actively at work when you pass your service date, they will renew upon your return to active status in a benefit eligible position. If separated by less than three months, successive periods of disability caused by the same or a related injury or illness are considered a single period of disability. In this instance, weeks of sick pay would not renew for that period of disability. (No employee shall be entitled to benefits for more than the period stated in the schedule above during any one benefit year or during any one period of disability.)

**For regular full-time staff members in non-exempt positions with under six months of service, regular part-time staff members in non-exempt positions, temporary and, after 25 days of University employment, time-as-reported (TAR) staff members** statutory sick pay (sick pay required by New York State) begins with the eighth calendar day of absence. Statutory benefits provide half pay up to a maximum of \$34 per day or \$170 per week for as long as 26 weeks. The minimum statutory benefit is \$20 per week or the average weekly wage if it is less than \$20.

**Benefits Provided for Faculty and Professional, Administrative, and Supervisory (PAS) Staff by the Sick Leave Plan**

For regular full-time and part-time faculty\* (including faculty with visiting appointments) and professional, administrative, and supervisory (PAS) staff, the University Sick Leave Plan provides months of sick pay benefits. A Benefit Year begins upon appointment and each succeeding service date and ends the day preceding the service date.

The months of full or half sick pay or both are shown on the following schedule:

Length of University Service at Beginning of Disability	Months of Sick Pay Protection Available per Benefit Year		
	Months of full salary	Months of half salary	Total
Less than 2 years	2	4	6
2 but less than 4 years	4	2	6
4+ years	6	0	6

NOTE: Months of sick pay renew on your service date if you are actively at work in a benefit eligible position. If you are not actively at work when you pass your service date, they will renew upon your return to active status in a benefit eligible position. If separated by less than three months, successive periods of disability caused by the same or a related injury or illness are considered a single period of disability. In this instance, months of sick pay would not renew for that period of disability. (No employee shall be entitled to benefits for more than the period stated in the schedule above during any one benefit year or during any one period of disability.)

**Temporary faculty and staff members, and after 25 days of University employment, time-as-reported (TAR) Professional, Administrative, and Supervisory (PAS) staff and individuals who are at the University primarily for furthering their education but are employees (for example, post –doctoral research associates)** become eligible for statutory benefits (benefits required by New York State) beginning with the eighth calendar day of absence. Statutory benefits provide half pay for as long as 26 weeks with a maximum of \$34 per day or \$170 per week. The minimum statutory benefit is \$20 per week or the average weekly wage if it is less than \$20.

In the cases of job-related disability, sick leave plan benefits may supplement Workers' Compensation payments during the first seven calendar days of disability.

\* Many faculty are on an academic year schedule and are paid for the duties performed during the period September 1 to May 31. Payment for academic year duties is spread over a 12-month period beginning with the July 1 preceding the academic year and ending with the June 30 following the academic year. Because faculty on academic year schedules are not required to perform any duties in July and August preceding the academic year, or in June following the end of the academic year, inability to perform duties because of medical disability in those summer months results in no loss of income as long as the faculty member returns to performance of his or her duties beginning September 1. Consequently, no sick leave benefits are paid for such periods of disability.

For faculty members under the School of Medicine and Dentistry Faculty Compensation Plan (SMDFCP), salary means authorized salary plus the prior fiscal year's (July 1 to June 30) extra compensation for clinical services, if any. The maximum authorized salary plus extra compensation from clinical services, for purposes of disability is \$300,000.

## **Benefits Provided for Strong Memorial Hospital Residents and Fellows**

For regular full-time and part-time Strong Memorial Hospital Residents and Fellows, full salary is continued during sick leave for up to 6 months.

NOTE: Months of sick pay renew on your service date if you are actively at work in a benefit eligible position. If you are not actively at work when you pass your service date, they will renew upon your return to active status in a benefit eligible position. If separated by less than three months, successive periods of disability caused by the same or a related injury or illness are considered a single period of disability. In this instance, months of sick pay would not renew for that period of disability. (No employee shall be entitled to benefits for more than the period stated above during any one benefit year of during any one period of disability.)

In the cases of job-related disability, sick leave plan benefits may supplement Workers' Compensation payments during the first seven calendar days of disability.

### **Coverage During Job-Related Disability**

Another policy, Workers' Compensation Benefits provides coverage in the cases of job related disability. Statutory Workers' Compensation benefits pay medical costs and provide up to 2/3 pay (up to a maximum benefit that is determined by the date of injury, starting on the eighth day of job-related disability; if the disability lasts over 14 days, payments are made starting with the first day). These weekly benefits are based on New York State Workers' Compensation Law and are subject to modification. See the Workers' Compensation Benefits Personnel Policy/Procedure #271 for guidelines and further details.

### **Coverage During Long-Term Disability**

Another plan, the University's Long-Term Disability (LTD) Plan, may provides benefits when a regular full-time or part-time faculty or staff member covered under the LTD Plan is totally disabled for more than six months. See the University of Rochester Long-Term Disability Plan summary for guidelines and further details.

### **Coverage During Leave of Absence**

During an approved leave of absence, faculty and staff members who become disabled within four weeks of the effective date of leave may qualify for statutory sick leave benefits during the period of disability.

### **Coverage During Layoff\***

During a temporary or indefinite layoff, an individual who becomes disabled within four weeks of the effective date of layoff may qualify for statutory sick leave benefits during the period of disability.

\*This section does not apply to faculty.

### **Coverage on Retirement, Termination or on Change to Ineligible Status**

Faculty and staff members who become disabled within four weeks after retirement, termination of employment or change to an ineligible status may qualify for statutory sick leave benefits during the period of disability.

## **Continuation of Other Benefits During Sick Leave**

The following plans continue for active\* faculty and staff receiving benefits under the Sick Leave Plan for Short-term Disability, if the employee is eligible and enrolled prior to going out on disability: Health Care Plans, Dental Plans, Health Care FSA, Long-Term Disability, Life Insurance, Retirement Program, and Tuition. While on sick leave, you continue to pay your normal share of the premium. Vacation does not accrue and Holiday pay does not apply. Please see Appendix A for further details on the effect on benefit plans while receiving benefits under the Sick Leave Plan for Short-Term Disability.

\*For individuals whose statutory sick leave benefits begin after the effective date of leave of absence, layoff, retirement, termination or change to an ineligible status, benefit plans' suspension or cancellation dates(s) will apply.

## **Family and Medical Leave Act (FMLA)**

Another policy, Family Medical Leave, provides for leaves for individuals who have been employed for at least 12 months and who have worked for at least 1,250 hours (including on-call time) during the preceding year. The University will grant employees who are eligible for leave under the Family and Medical Leave Act (FMLA) up to 12 weeks of family and/or medical leave without pay during a qualifying 12-month period for certain family or personal health care needs. An individual's disability absence covered under the Sick Leave Plan for Short-Term Disability will count toward the 12-week annual entitlement under the FMLA.

See the Family Medical Leave Personnel Policy/Procedure #358 for guidelines and further details.

## **Reporting Process**

A faculty or staff member who becomes ill and cannot work is responsible for notifying his or her supervisor or department head as soon as possible, generally within one hour of scheduled reporting time. Based on departmental requirements, notice earlier than one hour may be required. Although individuals who are out on sick leave are not expected to, and should not, work during their approved leave, it is expected that the individual will update his/her supervisor/s as to the anticipated return to work date.

Individuals who have been on sick leave may be required to be examined by a University Health Service physician before being permitted to return to duty. This health evaluation is often required when the nature of the illness is such that University Health Service recommends it, and in cases when an individual is returning to work after an extended illness and/or the nature of the position requires such an examination before return to work.

## **Payment of Benefits**

Aetna, the Third Party Administrator (TPA) for the University's Sick Leave Plan for Short-Term Disability, provides disability management services for all University faculty and staff. Aetna claims analysts review medical information from providers and approve periods of absence related to non-occupational illnesses or injuries. Aetna advises the employee, the supervisor and the Benefits Office (Leave Administration) of the approved period of disability benefits. Based upon this approval, the appropriate sick leave benefits will be paid through the University Payroll System.

Payments for an approved period of disability absence are based on pay codes entered into HRMS Time & Labor and are normally received in an employee's regular pay cycle (bi-weekly, semi-monthly, monthly). (The time reporting code "DBL" is used for a full day of disability.)

### **For an absence involving more than seven calendar days\*:**

- **Employees must contact Aetna at 1-866-326-1380 to open a disability claim.** Aetna will send the employee a claim form to be completed by the employee and their treating physician and returned to Aetna. (For those of the Christian Science faith, a statement from a Practitioner may be substituted for the physician's statement.) Aetna also will ask for the following claim information over the telephone:
  - Employee ID (can be found on your pay stub)
  - Manager's or immediate supervisor's name & phone number
  - Diagnosis, symptoms and medical history
  - Doctor's name, phone number, fax number, & scheduled appointments
  - Your general work duties
- **Supervisors should report an employee's disability absence on-line at [www.rochester.edu/leave](http://www.rochester.edu/leave) to initiate claim processing.**

*Please note that Aetna administers Short-Term Disability only and does not administer Workers' Compensation. If you are trying to report a work-related injury or illness, please do so to your manager or immediate supervisor.*

\*A manager may require medical certification for a less-than-five-day absence when, in his or her judgment, there is a question of (1) illness or injury affecting the staff members ability to perform safely on the job; (2) possible contagion; (3) possible work-relatedness of the disability; or (4) possible abuse of sick leave benefits

The University reserves the right to modify, amend, or terminate the plans at any time, including actions that may affect coverage, cost-sharing, or covered benefits, as well as benefits that are provided to current and future retirees.

## Appendix A

### Summary of Benefits for Regular Full-time and Part-time Active\* Faculty & Staff Members While Receiving Benefits under the Sick Leave Plan for Short-Term Disability

Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.

<b>Health Care Plans</b>  <b>Dental Plans</b>	<p>Coverage continues.</p> <p>Faculty/staff members must continue to pay their normal share of the premium(s). Premiums will be deducted from paychecks. If disability payments do not cover the deduction(s) for premium(s), they will be deducted from the faculty/staff member's University paycheck upon return to work. If the faculty/staff member does not return to work, they will be billed for the premiums due.</p>
<b>Health Care Flexible Spending Account (FSA)</b>	Participation continues.
<b>Health Saving Accounts (HSAs)**</b>	Participation continues.
<b>University-Paid Basic Term Life Insurance</b>  <b>University-Paid Basic Accidental Death &amp; Dismemberment (AD&amp;D)</b>	University-Paid Basic Term Life Insurance and University-Paid Basic Accidental Death & Dismemberment (AD&D) insurance will be continued.
<b>Group Universal Life (GUL) Insurance</b>  <b>Group Optional Term Life (GOTL) Insurance</b>  <b>Optional Accidental Death &amp; Dismemberment Insurance (AD&amp;D)</b>  <b>Optional Dependent Group Term Life Insurance</b>	<p>Any Group Universal Life (GUL), Group Optional Term Life (GOTL), Optional Accidental Death &amp; Dismemberment (AD&amp;D), and/or Optional Dependent Group Term Life insurance coverage that a faculty/staff member has elected will be continued.</p> <p>Faculty/staff members must continue to pay premiums for their employee paid coverage(s). Premium(s) will be deducted from paychecks. If disability payments do not cover the deduction(s) for premium(s), they will be deducted from the faculty/staff member's University paycheck upon return to work. If the faculty/staff member does not return to work, they will be billed by Securian Life for premium(s) due.</p>
<b>Paid Time Off Plan</b>	<p>The PTO bank remains active.</p> <p>Employees absent from work at the beginning of the PTO Plan Year due to Short-Term Disability will be eligible to have PTO banks reset upon return to work. PTO hours will be a pro-rated allocation based on the pay period of return to work.</p>

<b>Long-Term Disability</b>	Coverage continues. Full-time faculty/staff members who elected Full LTD coverage and part-time faculty/staff members who elected LTD coverage must continue to pay their normal share of the premium. Premiums will be deducted from paychecks. If disability payments do not cover the deduction for premium, they will be deducted from the faculty/staff member's University paycheck upon return to work. If the faculty/staff member does not return to work, they will be billed for the premiums due.
<b>Retirement Program</b>	Eligibility for the University's Direct Contribution continues. Faculty/staff members also may continue to make Voluntary Contributions to the Retirement Program through payroll deductions.
<b>Vacation/Holidays</b>	Vacation does not accrue. (University service continues to accrue during a Short-Term Disability absence.) Holiday pay does not apply and pay is unaffected by a Holiday that occurs during the disability absence.
<b>Tuition Benefits</b>	Eligibility for employee, spouse/domestic partner or dependent children tuition benefits is continued.
<b>MetLife Auto &amp; Home Insurance</b>	Any Auto & Home insurance will be continued. Faculty/ staff members must continue to pay their premiums for coverage. Premiums will be deducted from paychecks. If disability payments do not cover the deduction(s) for premiums(s), they will be deducted from the faculty/staff member's University paycheck upon return to work. If the faculty/staff member does not return to work, they will be billed by MetLife for premiums due.
<b>University Home Ownership Incentive Program</b>	Eligibility is continued.
<b>Travel-Accident Insurance</b>	Travel-Accident Insurance (including medical and travel-related assistance services) is suspended.

\*For individuals who statutory sick leave benefits begin after the effective date of leave of absence, layoff, retirement, termination or change to an ineligible status, benefit plans' suspension or cancellation date(s) will apply.

\*\* Only faculty and staff who are enrolled in an HSA-eligible plan and satisfy certain other requirements can make contributions to an HSA. If you are enrolled in an HSA-eligible plan and eligible to contribute to an HSA, you may contribute directly to your HSA, outside of payroll deductions, at any time, as long as you do not exceed the annual maximum.

Detailed information on the benefit plans is available on the Benefits Office website [www.rochester.edu/benefits](http://www.rochester.edu/benefits). A paper copy of this information is available for free from the Benefits Office.

The University reserves the right to modify, amend or terminate the plans at any time, including actions that may affect coverage, cost-sharing, or covered benefits, as well as benefits that are provided to current and future retirees.