

## Short-Term Disability (STD)

### Summary

In cases where an employee's own illness or injury requires an absence of more than five consecutive days and a physician certifies the period of disability, they may be eligible for short-term disability (STD) assistance. Employees must notify Human Resource Services if they will be out more than five consecutive days (sick pay, vacation or floating holiday will be applied during these five days, if applicable). Any applicable absence approved as STD or part of the five days prior to STD will be applied against a Family Medical Leave Act (FMLA) entitlement.

Short-term disability assistance is paid as follows. Employees who are receiving short-term disability assistance will continue to have all required and voluntary deductions withheld.

### *Nonexempt*

Length of service from date of full-time hire

Less than one year—two weeks full pay

One to three years—two weeks full pay and two weeks half pay

Four to five years—four weeks full pay and four weeks half pay

Six to 10 years—eight weeks full pay and eight weeks half pay

Eleven or more years—12 weeks full pay and 12 weeks half pay

### *Exempt Staff*

One month of short-term disability is provided for every full year of full-time service, up to a maximum of six months.

During such a leave of absence for medical reasons, the employee will be under the same terms and conditions as would be applicable for a family and medical leave (reinstatement to their pre-leave position or an equivalent position with equivalent pay, benefits and terms and conditions of employment including the continuation of all voluntary and required deductions). The college reserves the right to require evidence from a physician concerning the extent and nature of the illness of any employee.