

UNIVERSITY OF ROCHESTER

SICK LEAVE PLAN AND SHORT-TERM DISABILITY

The Sick Leave Plan and 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 an illness or disability that is not related to the job and which prevents the individual from performing University duties and responsibilities. This benefit varies and is determined by the individual's position and length of service.

Sick Pay and Short-Term Disability may only be used to cover absences caused by the personal illness or disability of the covered employee.

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, undergraduate students employed through student employment and individuals who are at the University primarily for furthering their education but are employees (for example, postdoctoral research associates) are eligible for coverage under the Sick Leave Plan and Short-Term Disability.

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

*Faculty may refer to the Provost's [website](#) for additional information.

Premium Rates

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

SICK TIME BENEFITS

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, provided you are actively at work in a benefit-eligible position, up to a maximum accumulation of 20 days. If you are not at work at the start of your anniversary year, the sick days will replenish upon your return to active duty.

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 when the employee is out sick and/or **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 partial days of sick pay to make up for time lost from work for visits to the doctor or dentist.

SHORT-TERM DISABILITY BENEFITS**For Staff in Non-exempt Positions**

Weeks of Disability Pay Provided: For regular **full-time** staff in non-exempt positions who have **six months or more service**, as set forth below, the University provides New York State statutory disability and enhanced disability pay (including shift differential where applicable) **beginning with the eighth consecutive calendar day of a disability absence**. (Disability pay does not apply to bonus hours.) A Benefit Year begins upon appointment and has a 52-week look back period.

The weeks of full and/or half pay are shown on the following schedule:

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

Length of University Service at Beginning of Disability	Weeks of Disability Pay Protection Available per 52-week Look Back Period		
	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 disability pay include the New York State statutory disability component (see below for pay amount) as well as weeks of the enhanced disability component (if you are actively at work in a benefit-eligible position) and renews every 52-week look back period. If a disability is 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 and a new seven day elimination period does not have to be met. (No employee shall be entitled to benefits for more than the period stated in the schedule above during any 52-week period or during any one period of disability. In addition, utilization of Paid Family Leave may impact the disability entitlement.)

Regular Full-Time Staff in Non-Exempt positions with under six months of service, Regular Part-Time Staff in Non-Exempt positions, Temporary and, Time-As-Reported (TAR) staff members and student employees receive statutory disability pay, as required by New York State. In all cases employees must have at least 4 weeks of service to be eligible. Statutory disability pay begins on the eighth calendar day of absence. Statutory disability 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 disability benefit is \$20 per week or the average weekly wage if it is less than \$20.

For Faculty and Professional, Administrative, and Supervisory (PAS) Staff

For regular full-time and part-time faculty* (including faculty with visiting appointments) and professional, administrative, and supervisory (PAS) staff, the University provides New York State statutory disability and enhanced disability pay **beginning with the eighth consecutive calendar day of a disability absence**. A Benefit Year begins upon appointment and has a 52-week look back period.

The months of full and half disability pay are shown on the following schedule:

Length of University Service at Beginning of Disability	Months of Disability Pay Protection Available per 52-week Look Back Period		
	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

**Must have at least 4 weeks of service to be eligible.*

NOTE: Months of disability pay include the New York State statutory disability component (see below for pay amount) as well as months of the enhanced disability component (if you are actively at work in a benefit-eligible position) and renews every 52-week look back period. If a disability is 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 and a new seven day elimination period does not have to be met. (No employee shall be entitled to benefits for more than the period stated in the schedule above during any 52-week period or during any one period of disability. In addition, utilization of Paid Family Leave may impact the disability entitlement.)

Temporary faculty and staff, 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, postdoctoral research associates) receive statutory disability pay, as required by New York State. In all cases employees must have at least 4 weeks of service to be eligible. Statutory disability pay begins on the eighth calendar day of absence. Statutory disability 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.

* Many faculty members 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 July 1 of the preceding academic year and ending on 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 benefits are paid for such periods of disability.

For faculty members under the School of Medicine and Dentistry Master Clinical Faculty Compensation Plan: annual salary means Targeted 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.

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 disability leave, **beginning with the eighth consecutive calendar day of a disability absence**, for up to 6 months (Employees must have a least 4 weeks of service to be eligible).

NOTE: Months of disability pay renew each 52-week look back period if you are actively at work in a benefit-eligible position. If disability is 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 and a new elimination period does not have to be met. (No employee shall be entitled to benefits for more than the period stated above during any 52-week period or during any one period of disability. In addition, utilization of Paid Family Leave may impact the disability entitlement.)

Coverage upon Retirement, Termination or on Change to Ineligible Status

Covered employees who become disabled within four weeks after retirement, termination of employment or change to an ineligible status may qualify for statutory disability benefits during the period of disability.

Reporting Process

A covered employee 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 their scheduled reporting time. Based on departmental requirements, earlier notice may be required. Although individuals who are out on disability 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 disability 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.

Reporting for Payment of Benefits

Aetna, the Third Party Administrator (TPA) for the University's Short-Term Disability Plan, insures our New York State statutory disability and provides disability management services for all covered University employees. 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 Leave Administration of the approved period of disability benefits. Based upon this approval, the New York State statutory and the enhanced disability benefits will be paid through the University Payroll System.

Payments for an approved period of disability absence are based on 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 an Attending Physician Statement which must 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.) While out on Short-Term Disability, employees must keep their supervisor advised of their anticipated return to work date. Employees must also make sure that Aetna is receiving up to date information on their condition.

Aetna will ask for the following claim information to open a disability claim:

- 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 <http://www.rochester.edu/working/hr/leave/shorttermintake/> to initiate claim processing.** This information will assist Aetna and Leave Administration in providing the correct individuals with notifications on approvals, extensions, and denials.

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 and complete the [incident report](#).

*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 member's ability to perform safely on the job; (2) possible contagion; (3) possible work-relatedness of the disability; or (4) possible abuse of disability benefits.

Continuation of Other Benefits during Disability

The following plans continue for active* covered employees receiving benefits under the Sick Leave Plan and 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 Benefits. While on disability, 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 and Short-Term Disability.

*For individuals whose statutory disability 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.

Returning to Work After Short Term Disability

When your treating physician has authorized your return to work, you should notify your supervisor of your return date. When returning to work, your supervisor should complete the return to work form at <http://www.rochester.edu/working/hr/leave/rtw/> and submit it to Leave Administration.

If you are able to return to work, but you have hourly or physical restrictions, the University has a Return-to-Work Program (RTW). The RTW Program is designed to help an employee to reach full recovery following illness or injury by allowing timely and appropriate treatment while he or she continues in meaningful work. Information about this program is available on the Return to Work Program page at: <http://www.rochester.edu/working/hr/rtw/>.

Note: A return to work in any capacity ends the short-term disability benefit.

Family and Medical Leave Act (FMLA)

An individual's disability absence covered under the Sick Leave Plan and Short-Term Disability runs concurrently with FMLA leave. Therefore, time away from work on an approved Short-Term Disability counts toward the 12-week annual entitlement under the FMLA. Additional Information about FMLA is available online at:

www.rochester.edu/working/hr/leave.

The University reserves the right to modify, amend, or terminate the Sick Leave Plan and Short-Term Disability 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. A paper copy of this information is available for free from the Leave Administration Office. The plan documents will govern in the event of any discrepancies.

Sick Leave Plan and Short-Term Disability: Appendix A

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

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

<p>Health Care Plans</p> <p>Dental Plans</p>	<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>
<p>Health Care Flexible Spending Account (FSA)</p>	<p>Participation continues.</p>
<p>Health Saving Accounts (HSAs)**</p>	<p>Participation continues.</p>
<p>University-Paid Basic Term Life Insurance</p> <p>University-Paid Basic Accidental Death & Dismemberment (AD&D)</p>	<p>University-Paid Basic Term Life Insurance and University-Paid Basic Accidental Death & Dismemberment (AD&D) insurance will be continued.</p>
<p>Group Universal Life (GUL) Insurance</p> <p>Group Optional Term Life (GOTL) Insurance</p> <p>Optional Accidental Death & Dismemberment Insurance (AD&D)</p> <p>Optional Dependent Group Term Life Insurance</p>	<p>Any Group Universal Life (GUL), Group Optional Term Life (GOTL), Optional Accidental Death & Dismemberment (AD&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>
<p>Paid Time Off Plan</p>	<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>
<p>Long-Term Disability</p>	<p>Coverage continues.</p> <p>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.</p>

Retirement Program	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.
Vacation/Holidays	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.
Tuition Benefits	Eligibility for employee and dependent children tuition benefits is continued.
YOUR Benefits Extras <ul style="list-style-type: none"> • VSP Vision Care • Hyatt Legal Plans • Group Auto & Home Insurance 	Eligibility for VSP Vision Care, Hyatt Legal Plans and Auto & Home insurance will be continued. Faculty/staff members must continue to pay their premiums for coverage. Premiums will be deducted from paychecks. If the faculty/staff member does not return to work, coverage for VSP Vision Care and Hyatt Legal Plans will be suspended. Faculty/staff members who do not cancel their Auto & Home insurance coverage will be billed directly by Liberty Mutual, MetLife or Travelers.
University Home Ownership Incentive Program	Eligibility is continued.
Travel-Accident Insurance	Travel-Accident Insurance (including medical and travel-related assistance services) is suspended.

*For individuals whose statutory disability 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. 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 Sick Leave Plan and Short-Term Disability 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. A paper copy of this information is available for free from the Leave Administration Office. The plan documents will govern in the event of any discrepancies.