

Short-Term Disability Leave FAQs

1. When am I eligible to begin short-term disability leave?
 - a. A staff member becomes eligible for short-term disability leave benefits after 22 working days of total disability under a qualified physician's care and with a written statement from the physician certifying disability.
2. How does it accrue and how long does it last?
 - a. Full-time staff members accumulate 22 days of short-term disability leave for each full year's service to the University up to a maximum of 110 days.
 - b. Staff members who are employed less than full-time or who have academic year appointments accrue short-term disability leave in proportion to the time worked. For example: a non-exempt staff member working 20 hours per week receives one-half of the short-term disability leave benefits received by a full-time staff member. Full-time coaches who do not accrue vacation and sick leave accrue 22 days of short-term disability leave per year, and part-time coaches accrue in proportion to the time worked.
3. What is the difference between short-term disability and FMLA?
 - a. Short-term disability leave is accrued leave that allows a staff member to receive pay while out on a certified medically necessary leave.
 - b. The Family and Medical Leave Act (FMLA) provides covered employees with up to 12 weeks of unpaid, job-protected leave per year.
 - c. Both leaves run concurrently (at the same time).
4. Do I need to have a certain number of sick and vacation days before short-term disability kicks in?
 - a. A combination of 22 days of sick and vacation days will allow the staff member to receive full pay prior to receiving short-term disability leave pay.
5. How much will I get paid on short-term disability?
 - a. Short-term disability leave accrued hours are paid at 100 percent.
6. Do I have to pay separately for health insurance and does the University keep paying their part?
 - a. While receiving short-term disability leave pay, health insurance premiums will continue to be deducted from the staff member's paychecks.
7. What happens if a holiday occurs when I am receiving short-term disability?
 - a. Short-term disability pay will cover the hours for the holiday. You will not need to enter holiday hours.
8. Do I keep accruing sick and vacation time while I am out for short-term disability?
 - a. Staff members on short-term disability leave for a full pay period do not accrue sick leave, vacation, or short-term disability leave, and are not paid for holidays.
9. Is my job guaranteed during short-term disability?
 - a. Employees who are granted short-term disability leave may not work for another employer or otherwise engage in activities inconsistent with the employee's

representation that he or she is unable to work due to disability. Employees who violate this policy may be terminated.

Contact Information

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