	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	II-110	
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BENEFIT

Employees who regularly work 20 or more hours per week may be eligible for Short Term Disability benefits. Short Term Disability (STD) is a paid entirely by JHHSC/JHH. The benefit is administered through Employer Health Programs (EHP).

An employee is covered under the plan on the first of the month following date of hire. STD pays 60% of base bi-weekly salary beginning on the fifteenth (15) calendar day of the disability with certification of a physician (nurse practitioners or chiropractors are not covered). The maximum STD payment is eleven (11) weeks or the employee's period of disability, whichever is less. If an employee has elected Long Term Disability, he/she may also qualify for Mid-Term Disability. Mid-Term Disability may continue for thirteen (13) additional weeks as long as the employee is under the care of a medical doctor and meets the criteria to continue benefits. If the employee is on Mid-Term Disability, he/she will receive automatically Long Term Disability claim forms in the mail during Mid-Term Disability to be completed and sent back to the Benefits Office.

The remaining portion (40%) will be supplemented with any Sick, Vacation and/or PTO time that an employee May have in his/her bank.

Family Medical Leave

If an employee has been employed with the JHHSC/JHH for 12 months and has worked 1250 hours in the previous 12 months, he/she may also be eligible for job protection under the Family Medical Leave Act of 1993. Please have the employee complete the Request for Family Medical Leave, and return to the Benefits Office, Phipps 455.


Facts About Pregnancy

The disability date used to calculate Short Term Disability benefits for pregnancy is the date of birth of the child, unless the physician indicates that the employee must cease work prior to the birth of the child.

PROCEDURE

Employee

- a) Collects the EHP Disability Claim form which may be obtained from the Benefits Office in Phipps 455.
- b) Completes the front side of the form and has the treating physician complete the reverse side of the form, the Attending Physician's Statement.
- c) Sends the completed claim from to: Johns Hopkins EHP 6704 Curtis Court, Baltimore, MD 21060.
- d) Short Term Disability forms may also be faxed to Johns Hopkins EHP. A follow up phone call by the employee is necessary to ensure receipt.
- e) It is the employee's responsibility to get the medical information to Johns Hopkins EHP. Forms

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left in the physician's office do not always reach EHP in a timely manner. Also, it is the employee's responsibility to send updates upon each follow up office visit to avoid a lapse in benefits.


- f) If an employee returns back to work early or part time, it is their responsibility to send the work release information to EHP to avoid overpayment or to supplement payment.
- g) Once an employee is able to return to work (either part time with restrictions or full time with no restrictions) they must bring a doctor's release to Occupational Health.

Employer Health Programs (EHP)

- a) Approval of an employee's Short Term Disability benefits will be determined by EHP based on medical criteria provided by the employee's physician. Upon approval, Short Term Disability is paid through payroll and benefits are deducted from the paycheck bi-weekly.
If an employee's regular paycheck is direct deposit, the Short Term Disability benefit will be direct deposited on regular pay dates. If the claim is submitted by nurse practitioners, physician assistants, chiropractors and/or clinical social workers, the claim will be returned to the employee, with another claim form to be completed by a medical doctor. In the event it is not originally completed by a medical doctor.
- b) EHP is to notify the employee of duration of the approval or reason of denial.

Managers/Supervisors

- a) Once an employee notifies you that they will be out for a period of time, advise them to pick up the STD form from the Benefits Office or mail the forms to them. Short Term Disability is not an optional benefit. Employees may not use their sick balance, old vacation or PTO in lieu of Short Term Disability (except for elimination period or to supplement time).
- b) Sick time, and or PTO must be used in order to supplement their STD benefit. During the elimination period for **Non Union** employees, the employee must use two weeks of Sick (if available) or PTO time. Once approved for STD, you should supplement the employee's check with Sick or

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PTO time at 40%. For a 40 hour week employee, that is 16 hours per week or 3.2 hour per day. An **Union** employee's elimination period is 19 calendar days. Their Sick time must be used first and then their Vacation time. For a 40 hour week employee, that is 13.2 hours a week or 2.6 hours per day up to 26 weeks to supplement their Short Term Disability.

- c) Short Term Disability is for non-work related illnesses and injuries. If Worker's Compensation denied the claim, then the employee file for Short Term Disability and attach documentation from Worker's Compensation stating the reason for the claim to be denied.
- d) If an employee does not have direct deposit, please make arrangements to have the employee's check mailed or to picked up.
- e) Short term disability runs concurrently with all other leaves such as Family Medical Leave Act (FMLA) or Leaves of Absence (LOA). See Policy HR??? titled Family Medical Leave to determine what type of leave an employee must go on.

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