	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR334
		Effective Date	August 1, 2006
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## **POLICY**

Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) 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 and the benefit is administered through Employer Health Programs (EHP).

## **BENEFIT**

An employee may be eligible under the plan on the first of the month following date of hire. STD pays 60% of base bi-weekly salary beginning on the 15th calendar day of the disability with certification by a physician (nurse practitioners or chiropractors are not covered). The maximum STD payment is 11 weeks or the employee's period of disability, whichever is less.

The remaining portion (40%) will be supplemented with any sick, vacation and/or paid time off (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. An employee should complete the Request for Family Medical Leave and return the form to the Benefits Office, Phipps 455 in addition to completing the STD claim form (see below).

### **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) Obtains the EHP Disability Claim form from the HR Service Center/ Benefits Office in Phipps 455 or on the HR Web site at [www.hopkinsmedicine.org/jhhr](http://www.hopkinsmedicine.org/jhhr).

b) Completes the front side of the form and has the treating physician complete the Attending Physician's Statement on the reverse side of the form.

c) Send the completed claim form to: Johns Hopkins HealthCare/EHP, 6704 Curtis Court, Baltimore, MD 21060 or fax to 410-762-5313.

d) It is the employee's responsibility to get the medical information to EHP. Forms left in the physician's office do not always reach EHP in a timely manner. It is the employee's responsibility to send updates upon each follow up office visit to avoid a lapse in benefits and/or pay.

a) Approval of an employee's Short Term


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Employer Health Programs (EHP)

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 deposited, the Short Term Disability benefit will be direct deposited on regular pay dates. If the claim is submitted by a nurse practitioner, physicians assistant, chiropractor and/or clinical social worker, the claim will be returned to the employee, with another claim form to be completed by a medical doctor.

Managers and Supervisors

- a) Once an employee notifies their manager/supervisor that they will be out for a period of time, the employee should be advised to pick up the STD form from the HR Service Center/Benefits Department 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 the elimination period or to supplement pay).
- b) Sick time, vacation time and/or PTO must be used in order to supplement the STD benefit. During the elimination period, the employee must use two weeks of old sick time (if available) or PTO time. Once approved for STD, the employee's check should be supplemented with sick or PTO time at 40%. For a 40 hour week employee, that is 16 hours per week or 3.2 hour per day.
- c) Short Term Disability is for non-work related illnesses and injuries. If an employee is injured on the job, or claim injury is work related, an employee must first file a Worker's Compensation claim before filing for Short Term Disability.
- d) If an employee does not have direct deposit, he/she should make arrangements to have the check mailed or picked up.
- e) Short term disability runs concurrently with all other leaves such as Family Medical Leave (FML) or Leaves of Absence (LOA).

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**REFERENCES**

HR 328 FML, HR 329 Leaves of Absence

**SPONSOR**

Vice President, Human Resources

**REVIEW CYCLE**

3 years

**APPROVAL**



\_\_\_\_\_  
 Vice President, Human Resources

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 Date