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<b>SUBJECT: SHORT TERM DISABILITY</b>	
<b>DATE OF ORIGINAL POLICY:</b>	June 8, 2017
<b>DATE OF NEXT REVIEW:</b>	2022
<b>CANCELS POLICY CODE:</b>	None
<b>REVISION DATE:</b>	
<b>JURISDICTION:</b>	RSU 73

Regional School Unit 73’s short term disability policy refers to the provisions for paid leave to employees who are unable to work for a short time due to illness or injury. The school unit believes that employees should receive some benefits during a time that they may not be able to work. This policy is complementary to the law and is designed to clarify details and procedures related to short term disability benefits that are offered through RSU 73’s short term disability insurance carrier.

Policy Elements

Short term disability is any physical condition, injury or illness that prevents an employee from working for a certain period of time if they are unable to carry out their substantial job duties. This policy covers employees that are temporarily disabled meaning that they:

- Are being treated for or recovering from a health condition (not work related)
- Are in need of continuous medical care for a period of time

In cases where an employee becomes temporarily disabled, the following procedure must be followed:

- The employee must notify their direct supervisor and the business manager for their disability to apply for short-term disability
- The employee will be given FMLA forms and short term disability forms(if applicable) to complete
- The employee will be notified if they are eligible for short term disability benefits
- The employee must provide medical documentation that will describe the disability and provide an estimation of the expected duration of the disability. Consultation from a physician.
- The employee will use their sick leave and their paid time off before they can receive additional short term disability benefits
- After this period and after the elimination period has elapsed, the employee may start collecting from RSU 73’s short term disability insurance carrier
- The employee may be required to report on their condition periodically

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Before an employee may return to work after a short term disability event, the employee must give their supervisor and the business manager a doctor's note indicating the date of return and whether or not the employee has any work restrictions. Light duty being available is at the discretion of the supervisor and is intended as a gradual transition for an employee who needs additional time to heal before they are able to perform all of their job duties.

Adopted : June 8, 2017