



# Operations Manual

<b>Program or Site:</b> Human Resources	<b>Effective Date:</b> 07/26/2013
<b>Procedure: #9</b> Disability claim procedure	<b>Updated Last:</b> 07/26/2010
<b>Purpose:</b> To establish the proper handling of employee disability claims	

## Summary:

A disability claim will be filed for non-work related injuries deeming the employee unable to work for a period of time.

- A manager will be responsible to notify the HR Coordinator via email of any staff absence due to illness which exceeds three consecutive workdays. This will serve as a flag to HR of a “potential” disability claim that may require follow up.
- Actual disability eligibility begins on the 8<sup>th</sup> consecutive day of an absence due to illness. Should a staff member be out of work for more than 7 days, a phone call to the HR Coordinator is required to alert HR of the possible disability matter. All medical documentation for these absences should be provided to HR immediately for review. Due to confidentiality concerns, at a staff and/or management level, there should not be any discussion of the nature of the illness/absence or diagnosis of the ill staff member.
- Once disability eligibility is established, HR will need to be in touch with the staff member, provide them with disability claim forms specific to CEO’s disability insurance carrier. These forms will need to be completed by the staff member, the treating physician and HR before claim submission may occur. All of these items must be completed within 30 days from date of the initial absence in order to file a claim for benefits.
- The staff member will be responsible to periodically provide medical updates to HR with regard to their return to work.
- Typically, before a staff member can return to work, they will need to produce a physician’s note clearing them of any medical restrictions that would impair them from doing their job. This note should be provided to HR for review, before allowing the staff member to return to their position.



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<b>Purpose:</b> (what is the purpose of this procedure?)	