

## UC Disability Benefits      Short Term      7 Day

You have the **Short Term Disability** plan. This plan will provide you with 55% of your salary up to a **maximum** of \$800 per month, based on the salary the month prior to your disability date. If approved for disability, you will receive disability benefit payments every two weeks from Liberty Mutual, our disability insurance carrier.

### Short Term DISABILITY

The University provides this disability coverage to all career employees. University Paid Disability pays you 55% of your regular salary up to a **maximum** of \$800 per month. This money is taxable income like your regular pay. University Paid Disability lasts a maximum of 26 weeks, during which time the UC contribution for your medical premium is paid.

### APPLYING FOR BENEFITS

You have an automatic 7-day waiting period, however you are **required** to use accrued sick leave up to a maximum of 30 calendar days, before you can receive disability benefits. If, for example, you have 10 days of sick leave you must use all 10 days (which will satisfy the 7-day waiting period) before receiving disability benefits. If you do not have any paid leave, pay status ends the day you leave work, and you will not receive any payments from Liberty Mutual for the first seven calendar days that you are disabled.

Please give your department the attached *Department Statement* and inform them of your paid leave choice, ie: if you choose to use vacation and/or compensatory time to supplement your sick leave.

Please fill out and sign the attached *Disability Claim Form* and the top portion of the *Attending Physician's Statement*. Give both forms to your physician and s/he will send the forms to Liberty Mutual in the postage paid envelope provided.

It is your responsibility to ensure that Liberty Mutual has received the necessary paperwork from your physician, and that your department has given the *Department Statement* to the HR Disability Benefits Office. Incomplete or missing paperwork will delay the evaluation of your claim. Please contact the appropriate offices listed on the reverse side of this page, to ensure your paperwork has been received.

### CONTINUATION OF HEALTH AND WELFARE BENEFITS

Insurance continuation forms for your Health and Welfare benefits (e.g.: medical, dental, optical, etc.) will be sent to you by the HR Disability Benefits Office after the completed *Department Statement* has been received. Insurance continuation forms are provided so that you may pay for benefits for any month that you are on leave-without-pay from UCSB. De-enrollment forms and re-enrollment forms are included with the insurance continuation forms, and must be filled out if you choose not to continue or pay for certain benefits while on disability leave.

Other payroll deductions such as Transportation & Parking Services please call 893-4854 or 893-2346. California Casualty, credit union, charitable contributions, etc are **not** included on your insurance continuation forms. It is your responsibility to make alternate payment arrangements for these deductions with the appropriate office.

**OVER**

You will not accrue sick leave, vacation, or retirement service credit while you are on disability leave. You may be eligible to "buy back" UCRP Service Credit if you choose. Please contact Lisa Romero, Campus Benefits Office at 805.893.5163 for more information.

### **FAMILY MEDICAL LEAVE (FMLA)**

If you have been employed by the University for at least 12 months and have **worked** at least 1250 hours during the previous year, you may be eligible for Family Medical Leave because of your serious health condition. Family Medical Leave and disability leave run concurrently, so your disability and your Family Medical Leave will begin on the same date. Family Medical Leave can last for up to 12 weeks in a 12-month period. If you are on Family Medical Leave, the University will pay the UC contribution for your medical, dental, and optical premiums.

If you are eligible, your department must give HR Disability Benefits Office a copy of your Family Medical Leave letter before payments for your medical, dental and optical benefits can be authorized.

### **STATE DISABILITY (SDI)**

As of your disability date, if you have been employed by UC for less than 18 months, you **must** apply for State Disability benefits in addition to your Liberty Mutual claim. If you have worked for UC exclusively for 18 months or more, **do not** apply for SDI benefits, as it may delay the processing of your Liberty Mutual claim.

### **CONTACTS FOR MORE INFORMATION**

Please call UCSB's claim representative at Liberty Mutual to:

- check the status of your claim
- confirm that necessary paperwork has been received
- ask about returning to work part-time under your physician's care (Rehab Status)
- to check on disability payments:

#### **Liberty Mutual Insurance Company**

**Phone: 800.838.4461**

**Fax: 800.320.7583**

Please call the HR Disability Benefits Office if you have any other questions:

**Emily Emanuel**

**Disability Benefits Office**

**Human Resource Department**

**Phone: 805.893.4263**

**Fax: 805.893.8645**

**Email: [Emily.Emanuel@hr.ucsb.edu](mailto:Emily.Emanuel@hr.ucsb.edu)**

The benefits discussed here are governed entirely by the terms of the applicable plan documents, custodial agreements, University of California Group Insurance Regulations, group insurance contracts, and state and federal laws. Those terms apply if information here does not agree with the source documents listed above.