

## Integrated Disability Management (IDM) Program: Short-term Disability Benefits

### Option to Use Accrued Leave Balances after the Elimination Period Form

**To be completed by the EMPLOYEE**

This form is required to ensure that we accurately process your pay during your STD (short-term disability) claim.

As a reminder, the first 20 workdays of your STD claim (if approved) are used to meet the elimination period. You must enter the sick leave used for the 20-workday elimination period in MyTime using leave code "Sick-IND". If you have sufficient leave balances available, you will receive 100% of pay for this 20-workday elimination period. If you do not have leave balances to cover these 20 workdays, you will be placed on leave without pay for the remainder of the elimination period.

If your STD claim is approved, you will have two payment level options *after* you have met the 20-workday elimination period. Please read both options carefully, and make your selection at the bottom of the form.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Identification Number

**Option 1: 90% of your current salary.**

After you have met the 20-workday elimination period, you will receive a benefits payment of 90% until your STD claim ends. This option allows you to preserve your accrued leave balances so that you have leave available upon return to work.

**Option 2: 100% of your current salary WITH use of accrued sick and/or annual leave.**

After you have met the 20-workday elimination period, you will use available accrued leave to receive income replacement of 100%. This continues while approved to receive STD payments and while leave balances are available.

Electing this option will reduce your leave balances, using your accrued sick leave balance before using your accrued annual leave balance (if applicable). If your STD benefit period depletes your leave balances, your STD benefit period will convert to the 90% pay option until the STD claim ends.

*Please note: This option does not use your leave to supplement the 90% STD benefit. Your leave will be deducted equal to the daily work hours you are expected to work (in the below example, an employee with a 7.5 hour workday would have 7.5 hours deducted from leave balance).*

**For example:**

Accrued leave balance total is 200 hours  
Work hours are 7.5 hours/day  
Approved STD claim dates: 6 weeks/225 hours/30 days

	Elimination Period (Workday 1-20)	Workday 21 to Workday 26	Workday Day 27 to Approved Claim End Date	Returning to Work after STD Claim Ends
<b>Option 1: 90% Pay</b>	150 hours leave (20 days x 7.5 hours)	0 hours leave		50 hours remaining (200 - 150)
	100% pay	90% pay		100% pay
<b>Option 2: 100% Pay (with use of leave)</b>	150 hours leave (20 days x 7.5 hours)	50 hours leave (taking leave balance to 0)	0 hours leave	0 hours remaining; leave accrual restarts
	100% pay	100% pay	90% pay	100% pay

Your payment will be issued by FCPS and benefit deductions are taken from your gross pay. If you do not have leave to cover the elimination period (20 workdays), you will receive an invoice for your benefit premiums and you will need to remit payment to FCPS.

**ACTION:** To ensure timely processing, please complete this form by choosing one of the options below. **Please sign, date, and return this form to Sedgwick within 5 business days of receipt.** You may upload the form to your MySedgwick portal or fax to (859) 264-4384. If you fail to return the completed election form within the 20-workday elimination period, you will default to the standard 90% pay option during your STD claim and this cannot be changed.

**90% Pay Option:** I do not elect to use my accrued leave balances as a replacement for short-term disability pay while approved for STD benefits.

**100% Pay Option:** I elect to use my accrued sick and annual leave balances as a replacement for short-term disability pay while approved for STD benefits.

**This election is irrevocable: Your election cannot be changed or modified after submission of this form.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date