

SHORT TERM DISABILITY (STD) GUIDANCE FOR EMPLOYEES

Unlike FMLA, Short Term Disability is available to Court Employees as soon as they start with the Superior Court in Pinal County. Short-term disability pays a percentage of your salary if you become temporarily disabled, meaning you are unable to work for a short period of time due to a serious health condition, excluding on-the-job injuries, which may be covered by workers compensation.

Who processes and handles all Short Term Disability (STD) Claims?

- Although Court HR handles all FMLA requests for court employees, Court HR does not process the STD claims. All STD Claims are processed through County HR with Pat Shriner.

When am I eligible for Short Term Disability?

- You must be actively at work (able to perform all normal duties of your job) and you must be working a minimum of 30 hours per week to be eligible for coverage.

If I am pregnant, can I use Short Term Disability?

- Yes, unlike most short-term disability companies, Mutual of Omaha does recognize and cover pregnancy as a serious health condition.

Can I use Short Term Disability to care for a family member?

- No, short-term disability is only available for an employee's serious health condition.

When do Short Term Disability benefits begin?

- Employees must meet the elimination period before their benefits are payable.
 - Your benefits begin on the 15th day of your disabling injury or illness.
 - Please note that if there is a delay in County HR receiving your STD request, it may result in an overpayment of short-term disability benefits or accruals and you will be responsible for repaying any overpayment to the County.

How much does Short Term Disability cover?

- Once approved short-term disability covers 60% of your before-tax weekly earnings. This breaks down to 16 hours per week, 3.20 hours per day (your time) and short term disability will pay 24 hours per week, 4.8 hours per day.
 - If there is a holiday during the period that you are out, you will receive 3.20 hours of holiday pay, if you have accruals. If you do not have any accruals left, you will not receive the holiday pay.

When will Short Term Disability pay me?

- Short-term disability pays on a weekly basis after the elimination period has been met. Please note that you may receive the check on different days than your normal pay period with the Court.
 - This may be in the form of a physical check or you can sign up for direct deposit.
 - Forms are available with Court HR.

What is the maximum benefit period for employees?

- Short-term disability benefits are available to employees up to 24 weeks.

What is the maximum weekly benefit payout for employees?

- The maximum weekly benefit is \$1,900.

What is the definition of a Disability?

- Disability and disabled mean that because of an injury or illness, a significant change in your mental or functional abilities has occurred, for which you are prevented from performing at least one of the material duties of your regular job and are unable to generate current earning which exceed 99% of your weekly earnings from your regular job.

What is the definition of weekly earnings?

- Weekly earning for salaried employees is based on your gross annual salary in effect, prior to the onset of disability. Weekly earnings for hourly employees is based on your average hourly rate of pay in effect prior to the onset of disability. These earnings are used to determine your benefit in the event of a claim.
 - Earnings may include commissions, bonuses, overtime or differentials.

What happens if I exhaust all of my leave balances?

- Employees who exhaust all of their leave balances will be in a Leave Without Pay (LWOP) status and will need to contact County HR Benefits in order to pay for their portion of their benefits.
 - Court employees only receive the 60% of their regular pay from short-term disability.

While I am out on Short Term Disability, who completes my timesheet?

- Effective June 1, 2018 your direct Supervisor or your department time keeper will complete your timesheets while you are out on short-term disability.

If you have additional questions, need more information or guidance about Short Term Disability, please contact Court HR at (520) 866-5574 or PinalSCHR@courts.az.gov or Patricia Shriner at (520) 866-6206 or Patricia.Shriner@pinalcountyaz.gov.