

PLEASE READ

This is important. You will be responsible for knowing this information and complying accordingly in order to access Short Term Disability benefits.

The contractual agreement regarding the process for short-term disability absences effective Jan 4, 2009 has been modified to align with current federal laws and 2012 Labor Contract Settlement Agreement.

Failure to follow the administrative requirements may result in suspension or denial of some or all of your disability benefits.

The Physician's Report Form can be found on the forms page of the Intranet or you can use your own doctor's form provided it contains:

1. Team Member's Name
2. The dates involved
3. The expected duration of the condition
4. That the Team Member was incapable of performing his/her normal duties. (A note saying "under doctor's care" or similar vague wording is not acceptable.)

The Short Term Disability Call-Off Line should be used by the 3rd calendar day from the start of absence as notification to the company of an anticipated Short Term Disability leave. (574-654-1083)

In order for an incident to be classified as STD:

1. The absence must be equal to or greater than three (3) consecutive scheduled days.
2. The Healthcare Provider's document (as described above) or the Company's "Physicians Report Form" must be submitted within fifteen (15) calendar days from start of absence to the company nurse or HR.

Incidents that will not be classified as STD (and will be counted as absenteeism):

1. Absences less than three (3) consecutive scheduled days **or**
2. Did not submit PRF/doctor's form within fifteen (15) calendar days from start of absence **and you are back to work:**
 - Paid Casual Sick **for no more than 7 consecutive scheduled days** after which the missed days are unpaid. You can elect Vacation for any scheduled time missed during this fifteen (15) day period.
3. Did not submit PRF/doctor's form within fifteen (15) calendar days from start of absence **and you are not back to work,**
 - Paid Casual Sick **for no more than 7 consecutive scheduled days** after which the missed days are unpaid. You can elect vacation for any scheduled time missed during the fifteen (15) calendar day period.
 - Unpaid Casual Sick or Vacation for scheduled time missed after the 15 day period.
 - STD Benefits begin the date that acceptable documentation noted above is submitted to the company nurse or HR.

The language has been modified in Section 5.5 of our Program of Insurance Benefits to say that any cases of illness or injury , whether new or recurring, must be separated by 60 days in order for Short Term Disability benefits to be restarted.