



Filing a Short Term Disability Benefits Claim for Salaried Employees

Effective June 1, 2015

There will be a new administration process of the Short Term Disability Plan (salary continuation) for Salaried Employees. As of June 1st, 2015, Short Term Disability claims will no longer be administered by CIGNA. I/N Tek & I/N Kote will be overseeing Short Term Disability for Salaried Employees in-house.

The level of benefits has not changed in any way (see attachment). The only difference is that the plan will be overseen by our Company Nurse Michelle Kessler. This plan will provide STD benefits (salary continuation) to salaried employees who are under the care of a licensed physician and who are unable to work due to pregnancy, or a disabling illness or injury, including a work-related injury.

In addition to notifying your immediate manager of your absence, you should notify the company nurse via Short Term Disability Call-Off Line 574-654-1083 on your fifth work day of disability, in order to insure that your pay continues. If, at the onset of your disability, you expect your absence to be in excess of five work days, you may notify the company nurse immediately. In cases of planned absences due to disability such as elective surgery or pregnancy, you may call in advance prior to the onset of the disability. If you are unable to notify your immediate manager or the company nurse, a family member may do so in your place.

You will be required to provide documentation from your treating physician within fifteen (15) calendar days from the start of your absence to the company nurse or HR. A 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, at the very minimum:

1. Your Name
2. The dates involved
3. The expected duration of the condition
4. That you are incapable of performing your normal duties. (A note saying "under doctor's care" or similar vague wording is not acceptable.)

Depending upon individual circumstances, you may be asked to sign a Release of Medical Information.

If you have further questions about the new process or level of benefits, please call Charles Mburu at 1044.

An informational document regarding the level of benefits is attached.