Short-term Disability

Employees are eligible for short-term disability benefits up to a maximum of 180 days (~6 months). Throughout the leave your job is protected and your benefits remain the same. Salary continuation, disability pay and use of leave time differs for salaried and hourly employees (please see below).

If you will exceed the 180 days of short-term disability, you should apply for Long Term disability with Guardian.

Exempt/Salaried employees:

1. Contact Human Resources as soon as you know you will be out of work for an extended period of time for a medical reason.
2. Please complete the **Leave of Absence Request form** with your physician.
3. Your salary and benefits remain the same throughout the leave.

Non-exempt/Hourly employees:

1. Contact Human Resources as soon as you know you will be out of work for an extended period of time.
2. Complete Guardian's Claim Form.
3. After a seven calendar day waiting period, you will begin receiving payments from Guardian, if your leave is approved.
    a. You will receive 50% of your avg salary for the eight weeks prior to disability up to the maximum benefit established under the NYS Disability Benefit Law; currently $170/wk.
4. While receiving payments from Guardian we suggest that you supplement those payments using your available leave time (sick, vacation or personal).
    a. Use of half day sick days is suggested and is the max amt you can use **or;**
    b. You may use only enough hours to cover your insurance payments **or;**
    c. If you don't want to or have no sick, vacation or personal time to use, HR will set-up double deductions of your insurance prior to your leave.
    d. Please advise HR of the leave hours you would like to use prior to your first day out of work.

Questions?

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Guardian
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Guardian

How-to-Start a Claim

Complete Guardian's Claim Form

Step 1: Know when it's time to file.

If your absence is scheduled, such as an upcoming hospital stay, please complete the Disability Leave Form 30 days in advance or as soon as possible.

If your absence is unscheduled. Please notify Human Resources as soon as possible and complete the form.

Step 2: Supplemental Information.

There is a portion for your physician and Human Resources to complete as well.

Step 3: Submit Your Form

Once complete, submit your form to Guardian by mail or fax.

***Forms are available on the Human Resources – Benefit Forms page in the portal.**

portal.lemoyne.edu > Faculty/Staff Resources > Human Resources > Benefits > Benefit Forms