

Frequently Asked Questions (FAQ)



Short-Term Disability (STD)

Question: **Who is eligible for Short-Term Disability benefits?**

Answer: Employees must meet the following criteria to be eligible:

- Be regularly scheduled to work 20 or more hours per week and have held continuous employment for a minimum of six (6) months
- Be out of work longer than seven (7) consecutive calendar days but no more than 26 weeks for a non-work related injury or illness

If an employee does not meet the eligibility requirements of Rochester Regional Health's Short-Term Disability policy, they may be eligible for New York State Statutory Disability benefits.

Question: **What types of leave are covered under Short-Term Disability?**

Answer: Short-Term disability may be used for an employee's own, non-work related illness or injury (including pregnancy) that takes an employee out of work for more than seven (7) consecutive calendar days.

Question: **Is there an employee cost for Short-Term Disability benefits?**

Answer: No, employees do not pay a premium for this benefit.

Question: **Is there a waiting period before an employee is eligible to receive Short-Term Disability benefits?**

Answer: The first seven (7) calendar days of leave are unpaid and considered the waiting or "elimination" period. Employees may use accrued PTO and/or vacation time to supplement their pay during the elimination period.

Question: **Do Short-Term Disability benefits include a level of income replacement?**

Answer: Yes, if the employee is eligible. Following the "elimination" period, Short-Term Disability benefits are paid at 60% of an employee's Basic Monthly Earnings for up to 25 weeks.

Question: **How do employees receive Short-Term Disability benefits?**

Answer: Short-Term Disability payments are made to employees through the normal payroll cycle.

- Question:** **Are Short-Term Disability benefits taxable?**
Answer: Yes, benefit payments resulting from a Short-Term Disability leave are taxable and are withheld in the same manner as payroll taxes.
- Question:** **Does Short-Term Disability run concurrent with other types of leave?**
Answer: It may. Employees should contact Lincoln Financial or the Leave Administration Department for clarification.
- Question:** **Can PTO and/or vacation time be used to supplement any Short-Term Disability benefits received?**
Answer: Employees may use accrued PTO and/or vacation time to supplement their pay during a Short-Term Disability leave up to the payment amount they would have received had they worked their regularly scheduled hours.
- Question:** **How much notice is required before taking Short-Term Disability leave?**
Answer: Employees must make first contact with Lincoln Financial within 15 days of their last date worked.
- Question:** **Is Short-Term Disability leave a job protected benefit?**
Answer: No, an employee's position is not protected while on Short-Term Disability leave.
- Question:** **What happens to any benefit premium deductions during a Short-Term Disability leave?**
Answer: Applicable benefit premiums will continue to be applied and will be deducted from an employee's Short-Term Disability benefit payments.
- Question:** **How does an employee apply for Short-Term Disability?**
Answer: To submit a claim, employees must contact Lincoln Financial directly at **1-888-778-9217** or apply online at www.mylibertyconnection.com, company code **RRHLIBERTY**.
- Question:** **How does an employee return to work once their Short-Term Disability leave ends?**
Answer: Both an employee's provider as well as Employee Health Services must medically clear an employee before they are able to return to work. To schedule an appointment, please contact Employee Health Services at:
- Rochester General Hospital: 585-922-4076
 - Unity Hospital: 585-723-7880
 - Newark-Wayne Community Hospital: 315-332-2423
 - Clifton Spring Hospital and Clinic: 315-462-6636
 - Hill Haven Living and Nursing Rehabilitation: 585-922-2280
- Upon returning to their regularly scheduled hours, an employee's eligibility for Short-Term Disability Payments will end.

Questions?

For more information, the following resources below are available:

Affiliate	Resources
RGHS, UHS, Clifton Springs, Newark Wayne	Lincoln Financial: 1-888-778-9217 HR Leave Administration Team: 585-922-1100 option 5 Email: LeaveAdmin@RochesterRegional.org Policy: HRBEN 05

PLEASE NOTE: This document is intended to be informational only. Please refer to policy and/or plan documents, as appropriate, or follow up with the Leave Administration Department for more information.