HUMAN RESOURCES

Short-Term and Long-Term Disability Plans

I. Membership in Short-Term and Long-Term Disability Plans

A. Full-time employees enrolled in the Virginia Retirement System (VRS) Hybrid Plan are automatically enrolled in the required VRS employer sponsored short-term and long-term disability plans.
B. All other employees are not eligible to participate in the short-term or long-term disability plans, but may be eligible for the employer sponsored Sick Leave Bank. See Regulation 543-1 “Sick Leave Bank.”

II. Short-Term Disability

A. Employees shall be eligible for short-term disability consideration after being continuously enrolled for 12 months and having fewer than 30 working days of leave without pay.
B. Employees are required to cover the first seven calendar days (or five working days) of an illness/injury with their own sick leave, other compensated leave, or leave without pay.
C. During the first seven calendar days employees are required to apply to the contracted short-term disability third party administrator to receive benefits. Short-term disability benefits are provided and paid at a graduated level based on years of service. (Prince William County Public Schools Office of Benefits and Retirement Services website contains additional plan information).
D. Short-term disability benefits will not be paid until the medical claim has been thoroughly reviewed and approved by the third party administrator.
E. At any time that the employee does not comply with the contracted third party administrator’s request for additional information on a claim, the short-term disability benefit payments will cease.
F. The maximum number of days an employee may draw on short-term disability is 125 working days. This includes holidays and days when facilities are closed due to inclement weather.
G. During the time an employee is receiving short-term disability benefits, the employee will not be able to supplement the short-term disability benefits with any compensated leave that an employee has available.
III. Long-Term Disability

A. All full-time employees enrolled in the VRS Hybrid Retirement Plan are automatically enrolled in the employer sponsored and paid long-term disability plan.

B. Once an employee has exhausted short-term disability benefits due to a serious illness/injury, the contracted third party administrator will work with the employee to apply for long-term disability benefits (if applicable).

C. Long-term disability benefits are payable at 60 percent of compensation or 80 percent for a catastrophic illness/injury.

D. Once an employee is approved for long-term disability, the position the employee holds may be released and filled. When an employee is able to return to work, the individual may apply for open positions in which the employee is interested and eligible.

IV. Management of the Short-Term and Long-Term Disability Plans

A. Medical management, including determination of payment, will be processed by the contracted third party administrator. Short-term and long-term will run consecutive with Family Medical Leave of Absence (FMLA). Employees will continue to receive FMLA approval through the Office of Benefits and Retirement Services. The approval of FMLA will be based on the approval by the contracted third party administrator of short-term or long-term disability benefits.

B. Records and reports shall be maintained by the contracted third party administrator. The Office of Benefits and Retirement Services will maintain the FMLA documentation and will share pertinent information with the contracted third party administrator.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2019.