

## **GROUP DISABILITY INCOME PLAN**

### **WHAT IS THE GROUP DISABILITY INCOME PLAN?**

The group disability income plan is designed to provide you with a source of income if you are unable to work due to a Total Disability. The plan consists of two parts: Short Term Disability (STD) and Long Term Disability (LTD). An employee may be enrolled in one or both parts.

### **HOW IS TOTAL DISABILITY DEFINED?**

Total Disability means that during the first 24 months an employee is paid benefits, the employee is unable to do the **usual tasks of his or her job** because of an injury or illness certified by an approved practitioner. After receiving benefits the first 24 months, the meaning of Total Disability changes to mean the employee is unable to perform the **usual tasks of any gainful employment**.

### **HOW DO I APPLY FOR BENEFITS?**

First, you must complete a Preliminary Statement of Disability and have your medical professional complete the Attending Practitioner's Statement. Second, return the form to Human Resource Services. After the employer's portion is completed, the form is sent to the disability provider. If the claim is approved, a monthly income benefit is paid to you after completing the Waiting Period or after using all your sick leave or Sick Leave Pool (if eligible), whichever is greater.

### **WHAT IS THE WAITING PERIOD?**

The Waiting Period is defined as a number of consecutive days during which no benefits are paid while you are unable to work. After you have stopped working, the Waiting Period begins on the day your medical professional certifies you are totally disabled.

- The Waiting Period for the Short Term Disability coverage is 30 consecutive days.
- The Waiting Period for the Long Term Disability coverage is 90 consecutive days.

### **HOW MUCH WILL I BE PAID?**

The actual amount you will be paid depends on several factors:

- Whether you have STD or LTD coverage or both.
- You have other sources of income to which you are entitled, such as Workers' Compensation, Teacher Retirement disability, other group disability benefits or Social Security Disability, which are Integrated with STD or LTD.
- Your Insured Monthly Salary.
- Your age when you become disabled for LTD.

If you are entitled to no other sources of income, your benefit will be 60% of your Insured Monthly Salary up to \$3,000 for STD or \$10,000 for LTD. If you are entitled to other sources of income and Integration is used, your benefit will be 70% instead of 60%.

### **WHAT IS INTEGRATION?**

Integration is defined as the combination of all your sources of disability income with benefits under the STD and/or LTD coverage. Benefits received under the STD or LTD coverage are actually reduced by other sources of income you may have.

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**WHAT IS INSURED MONTHLY SALARY?**

Insured Monthly Salary is your monthly earnings including longevity, hazardous duty (if eligible) and benefit replacement pay (if eligible) for the previous September 1 or, in the case of a new employee, the first day of active duty.

**HOW LONG WILL I BE PAID BENEFITS?**

STD benefits may be paid to you for a maximum of five months. If your doctor/practitioner releases you to return to work before the maximum time period ends, STD benefits will stop when you return to work.

LTD benefits pays a maximum depending on your age when you become disabled. If you receive other sources of disability income and your benefits under the LTD are Integrated, you may only receive a minimum monthly benefit up to 12 months. The minimum monthly benefit is 10% of your maximum allowable Insured Monthly Salary.

**WHEN WILL I RECEIVE MY FIRST CHECK?**

You will receive your first check 30 days after the waiting period is satisfied. Each check thereafter will be sent 30 days later until your benefits stop or until you are released to return to work, whichever comes first.

**WHAT ARE THE LIMITATIONS UNDER STD AND LTD?**

No benefits are paid to you if you are working or employed in any capacity or if you have sick leave to cover the period of disability. No benefits are paid if you are not under the care of an Approved Practitioner. Certain types of disabilities are not covered under the plan. No benefits are payable for pre-existing conditions. (Please refer to the Group Term Life Insurance and Optional Coverages Booklet and Supplements for a complete explanation of the limitations.)

**WHAT IS A PRE-EXISTING CONDITION?**

A pre-existing condition is a medical condition where you received medical treatment or services or took prescribed drugs or medications three-months immediately prior to the effective date of your STD or LTD coverage. This limitation applies to your request for the STD or LTD coverage through evidence of insurability and includes the three-months prior to the date you sign the application.

**ARE BENEFITS UNDER STD AND LTD TAXABLE?**

Beginning September 1, 1999, premiums paid for the STD and LTD coverage have been deducted after taxes. If you become disabled and receive STD or LTD benefits after that date, your benefit will not be taxed. (Please refer to your Group Term Life Insurance and Optional Coverages Booklet and Supplements for more detailed information.)