

CHECKLIST and FAQ'S
FOR
SHORT TERM DISABILITY / FAMILY MEDICAL LEAVE / WORKERS
COMPENSATION INJURIES

BEFORE GOING ON LEAVE or AS SOON AS POSSIBLE		
	Notify your supervisor	A 30 day advance notice is required for all absences that are elective, planned or non urgent procedures/surgeries. Failure to provide this notice will delay the start of your STD benefits until the 30 day period has been reached.
	Request Short Term Disability (if your leave is to exceed 12 consecutive days)	Contact Lincoln Financial at 866-783-2255 to begin the claim process for Short Term Disability (STD).
	Request Family Medical Leave	Contact FMLA Source at 877-462-3652 to request the application for Family Medical Leave (FMLA) or website; www.FMLASource.com .
	Supplementing your Short Term Disability Pay	Contact your supervisor or payroll person regarding your choices to supplement your pay while on STD. If you do not notify the above, your pay <u>will be</u> supplemented in the following order; casual, banked sick, floating holiday, vacation and compensatory time. NOTE: While protected by Wisconsin FMLA, you have the choice to be unpaid or may choose the order in which to supplement. When protected by Federal FMLA, you are required to supplement your pay.
WHILE ON LEAVE		
	How will I be paid STD?	Until you are approved by Lincoln Financial, Racine County will use your available paid time to keep you in a paid status. If you do not have any available paid time, you will remain in an unpaid status. Once approved for STD, you will be paid by Lincoln Financial via a check or direct deposit. Payments made by Racine County will be returned to your bank less the 40% supplement (unless you are covered by Wisconsin FMLA and have requested not to supplement).
	How will I be paid my supplement?	When you are supplementing your pay with the options listed above, you will be paid by Racine County in the normal pay schedule.
	How will I pay my insurance?	When you are supplementing your pay with the options listed above, your deductions will be taken through the biweekly payroll process. If you are not supplementing your pay with the options listed above or do not have time available to supplement, you will be invoiced for the missed payroll deductions by Human Resources. Timely payment of these missed deductions is required.
	Participation in case management	You are required to participate in case management of your STD claim with a representative of Lincoln Financial. Failure to participate, return calls or follow physician's orders could result in termination of STD benefits.

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UPON RETURN FROM YOUR LEAVE	
Return to work with restrictions	You must follow the restrictions provided by your physician. If you are working partial hours, you will be paid for the hours worked by Racine County and will be paid STD for the hours that you are unable to work by Lincoln Financial.
Follow up appointments including therapy	All appointments are to be scheduled on your own time. Any appointments made during work hours will not be covered by STD. Appointments covered by FMLA will not be paid STD.
Case management	You will be followed in case management until you have been released to full duty.
What is an Independent Medical Exam or a Fitness for Duty Exam?	If you are unable to return to work and you have exceeded the guidelines for your condition/diagnosis, you may be required to attend one of these exams by a third party provider. Racine County will follow the opinion provided by the examiner (which is a return to work or remain on STD).
WORKER'S COMPENSATION	
Required forms	You are required to complete the Employee Injury report and submit this to your supervisor. Your supervisor will complete the Supervisors Report and will forward to Human Resources.
What if I need treatment?	You may seek treatment with the provider of your choice.
How will I be paid if I have lost time?	Your supervisor/payroll will report your lost time to Human Resources. If a payment is made by Worker's Compensation, you will receive a check from CCMSI. Worker's Compensation pays 66 2/3% of your wages.
Supplementing your payment	Racine County will supplement your payment up to 100%. This will be paid during the normal payroll periods.

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FREQUENTLY ASKED QUESTIONS		
What is STD?		A partial income continuation program for an employee (except Deputy Sheriff) who is out for their own medical condition. Benefits are paid at 60% beginning on Day 13.
What is FMLA?		Unpaid job protected leave for: an employee's own health condition, a family member's health condition, birth, adoption or placement in foster care, care for an injured service member and certain qualifying exigencies.
Eligibility for STD		6 months in a benefit (STD) eligible position including the introductory period
Eligibility for Wisconsin FMLA		Employed for 52 weeks and paid for at least 1000 hours
Eligibility for Federal FMLA		Employed for 12 months and worked 1250 hours
STD start date		STD begins after a 12 consecutive day elimination period. Exempt employees may use sick time and Non Exempt may use casual, banked sick, floating holiday, vacation or compensatory time to cover this period.
FMLA start date		May begin on the first day of the absence provided the request meets the requirements and is completed and submitted timely.
Leaves are concurrent		STD, Federal and Wisconsin FMLA are all run concurrently.
Call your supervisor		You must follow the call in policy for your department and must continue to call in your absences until you have been approved for STD and FMLA
How does a holiday affect STD pay?		If a holiday falls during your period of STD, you will be paid holiday pay by Racine County.
What if I have a scheduled vacation during STD?		You will be paid STD.
Required notice for STD		A 30 day advance notice is required for all absences that are elective, planned or non urgent procedures/surgeries. Failure to provide this notice will delay the start of your STD benefits until the 30 day period has been reached.

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FREQUENTLY ASKED QUESTIONS (CONT'D)		
	Required notice for FMLA	A 30 day advance notice is required if the leave is foreseeable. If not provided, Federal FMLA can be denied for up to 30 days. If the leave is not foreseeable, the employee is required to provide notice as soon as practicable.
	Who completes the FMLA applications?	Your provider is responsible for completing the form and faxing it back to FMLA Source (877-309-0218)
	What happens after FMLA Source receives the form?	FMLA Source will either approve or deny the leave and will notify you of their decision. The decision is also emailed to the Benefits Manager who forwards it on to your supervisor and payroll.
	What is my FMLA is denied?	Contact FMLA Source at 877-462-3652.
	How does FMLA affect my STD pay?	STD, Federal and Wisconsin FMLA leave are run concurrently, when applicable. Racine County will use your own available paid time to supplement your 60% STD payment. While you are protected by Wisconsin FMLA, you may chose not to supplement or may chose the type of supplement. While protected by Federal FMLA, you are required to supplement your STD payment. It is your responsibility to communicate your choice to your supervisor/payroll.
	May I use my old Banked Sick Time as a supplement?	Employees who have this time, may only use this as a supplement for their own health condition unless they are using it while protected by Wisconsin FMLA.
	How long do STD benefits run?	13 weeks
	How long do FMLA benefits run?	12 weeks of Federal/calendar year 10 weeks of Wisconsin/calendar year (2 weeks for employee's health condition, 2 weeks for family member's health condition and 6 weeks for birth, adoption)
	May I work another job or attend school while receiving STD?	Lincoln Financial will review on a case by case basis.
	What if I have concerns about Lincoln Financial or FMLA Source?	Contact the Employee Benefits Manager at 262-636-3965.