



**Checklist and FAQs for  
Short-term Disability (STD) / Family Medical Leave (FMLA) / Workers Compensation Injuries**

LEAVE OF ABSENCE CLAIM SUBMISSION CHECKLIST	
STEP 1 - Notify your supervisor	A 30 day advance notice to your supervisor 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 Short-term Disability (STD) benefits until the 30 day period has been reached.
STEP 2 - Request Short-term Disability (STD) and or FMLA	Contact FMLASource at 877-462-3652 or visit <a href="http://www.FMLASource.com">www.FMLASource.com</a> .
STEP 3 - Supplementing your STD 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.
STEP 4 - Return paperwork to FMLASource	After notifying FMLASource, you will receive a packet of information including documents that need to be completed before benefits may be issued. <b>If you are applying for STD Benefits you must indicate this on the appropriate form.</b> Be sure to check the due dates and follow the instructions on each of the forms. If there are delays completing the forms, be sure to contact FMLASource prior to the due dates. Return the completed documents to FMLASource: - Fax: 877.309.0218 - E-Mail: <a href="mailto:FMLACenter@FMLASource.com">FMLACenter@FMLASource.com</a> - Address: FMLASource, NBC Tower – 13th Floor, 455 N. Cityfront Plaza Drive, Chicago, IL 60611-5322
STEP 5a - STD ONLY - Decision	STD ONLY - If approved, you will receive an explanation of benefits from EPIC along with your first payment, which will indicate if additional information is necessary for continued benefits. If denied, you will receive a letter explaining the decision and ways to appeal. If you have questions, contact EPIC directly: 1-800-520-5750 or <a href="mailto:eligibility@epiclifec.com">eligibility@epiclifec.com</a> .
STEP 5b - FMLA ONLY - Decision	FMLA ONLY - Receive and review the Decision Letter from FMLASource. Please note that the decisions are based on the certification completed by the health care provider. Notify FMLASource if your leave was denied and you need clarification on next steps.

STEP 6 - FMLA ONLY - If approved	<p>FMLA ONLY - If approved for the leave, you will be responsible for keeping track of your available entitlement:</p> <ul style="list-style-type: none"> <li>- Intermittent Frequency Leave: Be sure to report each intermittent FMLA absence to FMLASource within 48 hours and follow your department's call-off procedures. All prescheduled appointments need to be tracked ahead of time with both FMLASource and your company. Failure to call off to both parties may be subject to disciplinary action.</li> <li>- Continuous Frequency Leave: Pay close attention to the date range on your decision letter. Your position at your company is only protected during that date range. To keep your entitlement accurate and to ensure protection, please notify FMLASource if your leave is different than what was provided on the decision letter.</li> </ul>
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**WHILE ON LEAVE**

How will I be paid STD?	Until you are approved by EPIC Specialty Benefits, 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 EPIC via check. 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 in step 3, 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 EPIC. Failure to participate, return calls or follow physician's orders could result in termination of STD benefits.

**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 EPIC.
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 to 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 Supervisor's 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 or 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 process.

FREQUENTLY ASKED QUESTIONS	
Do I need to call my 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.
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?	FMLA is a federal law that entitles employees up to 12 weeks of unpaid leave for qualifying medical and family reasons. This time can be used over the course of 12 months for qualifying medical and family reasons. If taking leave to care for an injured service member, an employee is eligible for a one-time allotment of 26 weeks of leave in a single 12-month period.
How is "family" defined under FMLA?	Family members are defined under FMLA as: <ul style="list-style-type: none"> <li>• The employee's parent</li> <li>• The employee's child, including adult children who are incapable of caring for themselves</li> <li>• The employee's spouse when he or she has a serious medical condition</li> <li>• The employee's "next of kin," but only in situations of caring for an injured service member</li> </ul>
Eligibility for STD	Six months in a benefit (STD) eligible position including the introductory period.
Eligibility for Wisconsin FMLA	Employed for 52 weeks and paid for at least 1,000 hours.
Eligibility for Federal FMLA	Employed for 12 months and worked 1,250 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.
Can I take a few hours every week to take a family member to a medical appointment?	Yes. Family leave may be taken intermittently when medically necessary. You may take leave in blocks of time such as an hour, a half-day, a day, a week, four weeks or 12 weeks to care for a family member.
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 to your supervisor 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.
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 to FMLASource at 877-309-0218.
What happens after FMLASource receives the form?	FMLASource 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 if my FMLA is denied?	Contact FMLASource at 877-462-3652.
How does FMLA affect my STD pay?	STD, Federal and Wisconsin FMLA 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 choose not to supplement or may choose 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 and 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 per calendar year. 10 weeks of Wisconsin per calendar year (2 weeks for employee's health condition, 2 weeks for family member's health condition and 6 weeks for birth or adoption).
Will I have insurance while on leave?	Yes. Your health insurance coverage will continue as it normally would. If you currently contribute to your health insurance plan you are required to continue making payments while on leave.
May I work another job or attend school while receiving STD?	EPIC will review on a case by case basis.
What if I have concerns about EPIC or FMLASource?	Contact the Employee Benefits Manager at 262-636-3965.