

**CITY OF DUBLIN
DISABILITY PROGRAM PLAN DESIGN**

Eligibility

- All employees in Full-time Permanent non- bargaining positions.

Elimination Period

- Disability benefits begin after seven (7) consecutive workdays of absence due to a non-work related disabling medical condition.
- All leave forms and the short term disability claim form must be filled out and submitted within 10 days of the first day of the potential disability. If the leave is planned, the forms must be filled out prior to the first day of the planned leave.

Disability Benefits

- Up to maximum of 24 weeks for each approved non-work related disability. The number of weeks approved is based on medical facts submitted by the physician to the third party vendor administering Short Term Disability.
- **Full replacement** of wages up to 100% of normal net wages/salaries per 80 hour, bi-weekly pay period. This will be paid as follows: 56 hours of Short Term Disability, 8 hours provided by the City for OPERS pick-up (the City will pay the employees 10% contribution to OPERS* that is normally deducted from the employee), and 16 hours from the employee's available paid leave balances that are included in an employee's gross pay. When the leave runs concurrent with Family Medical Leave (FMLA) the employee will be charged in accordance with the FMLA policy. If the leave extends past 12 weeks of approved FMLA, leave may be taken at the employee's choice from Sick Leave, Vacation Leave, Personal Leave, or Compensatory Time.
- If an employee cannot supplement the remaining 16 hours of pay because they do not have any available time left in their paid leave banks, they will be paid 56 hours of Short Term Disability and 8 hours provided by the City for OPERS pick-up. Leave Donation will not be used to supplement the 16 hours of pay.

Medical, Dental, Vision Benefits Continuation

- When an employee is on approved disability leave, he/she shall be regarded as being in full pay status and shall, therefore, will continue to receive his/her medical, dental, and vision benefits through the duration of the approved disability leave.

Personal Leave Allocation

- When an employee is on approved disability leave at the time Personal Leave is allocated to all employees, he/she shall be regarded as being in full-pay status and shall, therefore, receive the full Personal Leave allocation.

Sick leave Accrual

- When an employee is on approved disability leave, he/she shall be regarded as being in full-pay status and shall, therefore, receive the full Sick leave accrual to which he/she would otherwise be entitled.

Vacation Leave Accrual

- When an employee is on approved disability leave, he/she shall not accrue Vacation Leave for the duration of the disability leave.

*Requirements may be different for the Ohio Police, Fire and Pension Fund.