**Procedure: VSDP Short-Term Disability – Virginia Sickness and Disability Program**

**Purpose:** Provide paid leave for employees enrolled in the VSDP program who have an illness, injury, or are on maternity leave.

**Eligibility:** Full and part-time (20 – 40 hours per week) salaried Classified, University Staff, Research Assistants, and Faculty members enrolled in both Virginia Retirement System (VRS) and VSDP.

**Important:** VSDP Short-Term Disability commences upon the expiration of a seven calendar day waiting period (the employee must use VSDP Sick Leave or University Leave (illness) of five work days). Effective July 1, 2009, the Commonwealth revised the short-term disability benefit. All new and rehired employees in VRS will now have a one year waiting period before becoming eligible for any VSDP short-term disability benefits. After the one year waiting period, employees will receive reduced VSDP short-term disability benefits (income replacement) of 60% of their salary for the next five years of their employment.

**Requesting Leave:**

**Employee’s responsibility:**

- Initiate a short-term disability (std) claim with Unum by calling 1-800-652-5602
- Inform supervisor that a claim has been initiated and the length of expected absence
- Complete Unum forms that will be sent to the home address after the claim is initiated
- Follow-up with your physician if Unum indicates medical information is still needed to approve your claim
- Provide supervisor with doctor’s release to return to work

**Supervisor’s/Department’s responsibility:**

- Send a completed paper timesheet to the UHR Leave Center if an employee has any short-term disability hours to report during a pay period
- Do not submit an on-line timecard if employee is approved for short-term disability
- Provide a recent job description if asked by UHR
- Approve or decline job modifications for light duty or part-time hours as a return to work plan (if requested)
- Forward doctor’s notes to UHR Leave Center

**UHR’s responsibility:**

- Update status of assignment in Human Resource Management System (HRMS) to Leave With Full Pay and update the secondary status once the claim is approved
- Communicate approval dates of short-term disability with the department
- Assist department with completion of paper timesheets
- Enter the paper timesheet submitted by the department in the self-service time and leave system
- Forward doctor’s notes to Unum
- Change status of assignment in HRMS back to Active once the claim is closed

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