**Short Term Disability Policy**

The short-term disability benefit provided by Advantus Corp is an employer-funded plan providing income replacement for employees unable to work due to illness, pregnancy or injury.

**Eligibility**
A regular, full-time employee who has completed six months of continuous employment and who is unable to work due to illness, pregnancy or injury is eligible. The employee must have exhausted all paid leave, including vacation, personal days and sick leave. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

**Medical Certification**
The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to the HR department, who will review the certification and make a determination on benefit qualification.

**Benefit Payment**
The short-term disability benefit payment is 60 percent of the employee's base weekly wages or salary, to a maximum benefit of $1,000 per week. The benefit may be paid for a maximum of 12 weeks per rolling calendar year. Payments are made on regularly scheduled paydays.

**Return to Work**
The employee must return to work as soon as permitted by his or her health care provider. The employee must submit a fitness-for-duty clearance to the HR Department. An employee whose absence has been designated as Family and Medical Leave Act (FMLA) leave is eligible for reinstatement as provided by the FMLA.

**Procedure**

The employee must notify the appropriate office (usually HR) for their disability to apply for short-term disability coverage.

The employee must provide medical documentation that will describe the disability and provide an estimation of the expected duration of the disability. Consultation from a physician will be required.

The employee will be required to complete an application for leave.

The employee will be notified if they are eligible for short-term disability benefits. The elimination period is 8 calendar days. The employee may be required to report on their condition periodically at the request of the employer.

Employees with questions regarding this policy should contact the HR Department.