

Procedure Title:**EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-1-8****Policy Title:**

Short-Term Disability

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone offers a short-term disability (STD) benefit plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:
 - Regular full-time employees
 - Regular part-time employees
2. Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between Keystone and the insurance carrier. Enrolled employees will pay the full premium for this insurance program.
3. Disabilities arising from pregnancy or pregnancy related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by workers' compensation are excluded from STD coverage.
4. Details of the STD benefits plan including benefits amount, when they are payable, and limitation, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about STD benefits.

NOTES:

