

Procedure Title:**EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-1-9****Policy Title:**

Long-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 provides a long-term disability (LTD) benefits plan, at no cost to the employee, to help eligible employees cope with an illness or injury that result in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are unable to work.
2. Employees in the following employment classifications are eligible to participate in the LTD plan:
 - Regular full-time employees
3. Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between Keystone and the insurance carrier. Eligible employees may begin LTD coverage only after completing 920 calendar days of service. Declination of coverage must be signed if an employee wishes not to participate in the plan.
4. Details of the LTD benefits plan including benefit amount, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact Human Resources Department for more information about LTD benefits.

NOTES: