



## 8.4 Short-Term Disability – Salaried (Exempt) Employees

### 1. Scope and Purpose

This policy provides eligible employees with continuation of pay when absent from work due to illness or injury. Employees must comply with any leave of absence application requirements under the Company's Family and Medical Leave Act policy.

### 2. Eligibility

Regular full-time exempt employees are eligible to participate in this program. .

### 3. How Pay Continuation Works

- a. Employee will inform his or her manager and HR business partner of need for short-term leave at least 30 days or otherwise as early as possible prior to the leave start date.
- b. Duration of the leave and amount of pay continuation:
  - i. Employee's own medical leave for illness or injury: Company will follow the direction of the employee's physician regarding the duration of the leave due to medical necessity.
    - a. Leave requests must be approved by local HR Business Partner.
    - b. Duration of the leave will be consistent with physician orders.
    - c. Benefit amount:
      1. Short-term disability benefit will be paid at 100% of base pay through the duration of the physician ordered time off up to a maximum of 13 weeks.
      2. For medical leaves exceeding 13 weeks based on physician orders, the short-term disability benefit will be paid at 60% of base pay from week 14 up to week 26, if necessary.
      3. If approved leave extends beyond physician orders, the time off is unpaid unless the employee has any remaining paid time off.
- d. Family and Medical Leave Act (FMLA) time will run concurrent with any approved medical leave, including time compensated with vacation time or pay continuation.
- e. Company may require medical documentation substantiating the illness or injury.
- f. Short-term disability benefits will be reduced by any other disability-related income employee may receive related to the reason for the leave, such as workers compensation benefits or state mandated disability programs so that in no case will more than 100% of base pay from all sources be received by employee.
- g. Short-term disability benefits will end at the earliest of the following events: a) employee is able to return to work; b) the maximum benefit under this policy has been paid; c) employee becomes eligible for long-term disability benefits; d) employee fails to provide any required documentation; e) employee fails to return to work after accommodations have been made to meet any medical restrictions; f) employee fails to obtain and follow medical advice or treatment



recommended by a competent medical authority; g) employee fails to comply with any return-to-work requirements; h) employee ceases to be an eligible employee; or i) employee's employment with the Company ends.