



## Substitution of Paid Leave

## Options for Taking Family Medical Leave

Twelve weeks of FMLA leave may be taken all at once, intermittently, or on a reduced schedule. After the first 12 weeks of the qualifying event for birth, adoption, or foster care placement, leave cannot be taken on an intermittent or reduced schedule without advance notice, scheduling, and department approval. Intermittent leave may be taken hourly, daily, or at weekly intervals. An employee's department must approve intermittent leave or a reduced leave schedule and arrangements for such leave must be coordinated with Human Resources. Only the amount of leave actually taken is counted toward the 12 or 26\* weeks of leave.

FMLA leave will run concurrently with any other leave granted for an FMLA qualifying event as outlined below, regardless of pay status.

## EXTENDED ILLNESS

If a full-time employee has exhausted all earned sick leave, Extended Sick Leave for an illness which lasts longer than 20 work days shall be granted at the rate of one pay period at half pay for each year of continuous service completed. An employee, at his/her option, may use the accumulated vacation, personal leave or compensatory time before going on extended sick leave.

## LONG TERM DISABILITY

### Eligibility

A full-time employee is eligible to receive short-term disability income benefit for a nonjob-related illness which lasts in excess of 90 consecutive calendar days. (At no time is an employee permitted to receive both workers' compensation and disability income for the same medical condition.) The benefits provide for a weekly payment of two-thirds of the employee's income up to \$300 per week to AME and up to \$450 per week for Faculty, Guild and Exempt employees. These payments will be made on a biweekly basis. An employee is eligible for this benefit payment for a maximum of 104 weeks.

### Provisions

This benefit payment is made to an eligible employee regardless of the employee's payroll status (i.e.: receiving accruals on FML, on one-half sick pay, on an unpaid leave of absence, or at the exhaustion of the unpaid leave of absence). No accruals may be used to enable an employee to receive more than his/her full salary. Disability income is a taxable benefit. FICA must also be deducted from disability income for six calendar months after the calendar month that the employee last worked. Each employee receiving disability income should discuss disability tax income provisions with his/her tax consultant at the year's end. A separate statement indicating the disability income received, will be issued at the end of the calendar year.

*\*To care for a covered service member with a serious injury or illness only*

## To Apply for Disability Income

Application forms can be obtained from the College's Human Resource Department or by calling 451-4207. An employee with a medical condition expected to last in excess of 90 consecutive calendar days should submit the Suffolk County Disability Claims Form W-4S Tax Form to Human Resources 30 days after the disability has begun. The physician's statement on the application must be completed before the form is submitted to the Suffolk County Office of Insurance and Risk Management for processing. By his/her signature on the application, the disabled employee is authorizing release of all medical records and documentation relating to his/her disability claim. Medical bills are not covered by disability and must be forwarded to the employee's health benefit carrier. An employee may be scheduled for a consulting physician's examination to certify and/or recertify the disability. The employee will be notified as to the approval or disapproval of his/her claim.

## To Appeal a Disapproved Claim

Should the County deny an employee's claim for disability income, the employee will have the right to appeal to the Office of Insurance and Risk Management in writing within 30 days of