

SHORT TERM DISABILITY

INFORMATIONAL & CHECKLIST

Dear County Employee,

Short term disability (STD) is a benefit provided to you following six months of service as a full-time employee up to 26 weeks if deemed totally disabled at 60% of your base pay. Disability is used for employees that are out of work due to a medical reason for more than 5 business days or 40 hours of pay.

You may supplement your pay utilizing your leave banks up to 40%, please keep your department and/or department HR liaison updated so they can note your attendance accordingly. By supplementing, it will help cover the cost of your bi-weekly medical, dental, vision, life, AD&D during your disability. If you choose not to supplement, your benefit contributions will be deducted from future paychecks upon your return in increments of \$300 per pay. Any increments of unpaid contributions from the previous year will be taken in after-tax increments of \$200.

UNUM's goal is to offer a smooth process until you return to work, feel free to call them at any time with questions regarding your disability benefits.

WWW.UNUM.COM

Phone: 888.673.9940

Policy Number: 914857

Policy is under the name: ***Charter County of Oakland DBA Oakland County***

Monday – Friday 8am – 8pm EST.

Resources:

Parental Leave & Family and Medical Leave Act (FMLA): Dawn Milmine 248.858.5118

milmined@oakgov.com

SHORT TERM DISABILITY

CHECKLIST

- ☐ Notify your department that you will be filing for short term disability.
Please note: *You are not required to divulge personal information regarding the reason for filing for short term disability to anyone at Oakland County.*

- ☐ [File a claim](#) with UNUM.
1.888.673.9940
Policy #: 914857
Policy is under the name: ***Charter County of Oakland DBA Oakland County***

- ☐ **OPTIONAL:** Fill out the supplemental form and return to your department HR liaison. Your department's HR liaison will be doing your attendance while you are out on short term disability. The form does need to be filled out and returned to the HR liaison even if you choose to not supplement.

- ☐ **OPTIONAL:** Form MI-W4 and Form W-4s.
UNUM's Fax Number: 800.447.2498

- ☐ **For Parental Leave Only:** Fill out parental leave form and return to Dawn Milmine. For parental leave questions, contact [Dawn Milmine](#).

- ☐ Remember to notify UNUM and your department if you need an extension or if there is a discrepancy with a date.

- ☐ Notify your department when you are planning on returning to work.