

## SHORT-TERM DISABILITY

### INFORMATIONAL & CHECKLIST

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Dear County Employee,

Short-term disability (STD) is a benefit provided to you following six months of consecutive service as a full-time employee. If deemed totally disabled, eligible employees can receive up to six months of benefits at 60% of their 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 contributions which include medical, dental, vision, life insurance and AD&D during your disability. If you choose not to supplement, your benefit contributions will be deducted from future paychecks upon your return. 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. Please feel free to call Unum at any time with questions regarding your disability benefits.

[www.unum.com](http://www.unum.com)

Phone: 866.779.1054

Policy Number: 914587

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 or [milmined@oakgov.com](mailto:milmined@oakgov.com).

# SHORT-TERM DISABILITY

## CHECKLIST

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- ☐ 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.  
1.866.779.1054  
Policy #: 914587  
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 is required 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 at [milmined@oakgov.com](mailto:milmined@oakgov.com) or 248-858-5118.
  
- ☐ 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.