

SHORT TERM DISABILITY

Regular, full-time employees are eligible for Short Term Disability (STD). Part-time and temporary employees are not eligible for STD.

Time off for a lengthy illness is recorded and paid by a combination of using PTO and Short Term Disability (STD). Employees will be required to use PTO for the first 40 hours of an extended illness. Short Term Disability will then provide for salary continuation for the 2nd through the 26th week of an extended illness. In the first calendar year of employment, the maximum Short Term Disability payment is limited to 30 days (240 hours). Payment eligibility for STD benefits and return to work programs will be managed by medically trained disability management specialists through Liberty Mutual. STD will be paid in accordance with the schedule below:

Length of Service	1st Week Paid under PTO	Number of Days/Hours Paid at 100%	Number of Days/Hours Paid at 60%
1 st Calendar Year	5 days (as available)	10 days (80 hours)	20 days (160 hours)
1 st January 1	5 days (40 hours)	15 days (120 hours)	110 days (880 hours)
3 rd January 1	5 days (40 hours)	25 days (200 hours)	100 days (800 hours)
5 th January 1	5 days (40 hours)	45 days (360 hours)	80 days (640 hours)
10 th January 1	5 days (40 hours)	75 days (600 hours)	50 days (400 hours)
15 th January 1	5 days (40 hours)	125 days (1000 hours)	0

Employees may use any available PTO time to cover the difference between 60% and 100% of their pay while on Short Term Disability. After 26 weeks of Short Term Disability, eligible employees may apply for Long Term Disability benefits which will be managed by Liberty Mutual.