

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO.: H-160
PAGE: 1 OF 2
DATE: July 1, 2008

**SUBJECT: PROCEDURES FOR FILING A CLAIM FOR
DISABILITY INSURANCE BENEFITS**

GENERAL:

The purpose of this bulletin is to outline the procedures for filing a disability insurance claim. The long term disability insurance plan provides financial protection for eligible employees by paying a portion of their **pre-disability** income. The disability insurance company makes the determination regarding eligibility for benefits following a thirty (30) day absence from work because of injury, illness or pregnancy.

A. PROCEDURES FOR EMPLOYEES FILING A DISABILITY CLAIM:

1. Review leave and disability information located on the Web at web/benefits or browardschools.com/benefits. **Note:** Disability is a benefit not a leave; therefore, employees are required to file an appropriate leave of absence application
2. Contact disability insurance company **by telephone** to notify a customer service representative of the claim
3. Notify Leaves Department of pending leave/disability absence
4. When requested by disability insurance company, employee should ensure that the Physician's Statement is completed and forwarded to disability insurance company
5. **Provide a doctor's release to return to work**

B. PROCEDURES FOR SCHOOLS/DEPARTMENTS:

1. When employee is absent and does not have accrued sick or vacation leave to cover the absence; notify the Leaves Department to enter Stop Payment Action and to have the employee's payroll record locked
2. If employee is using sick, vacation or personal reasons leave time, report sick/vacation hours used in CATS
3. Respond in a timely manner to the Leaves Department if the employee's last day worked and last sick day used is requested. This will ensure timely processing of the employee's disability claim
4. **Provide a copy of the doctor's release to the Leaves Department**
5. On the day that an employee returns to work after receiving disability benefits, the HR Action Processor at the employee's work location will complete the necessary action required to return the employee to work. Timely processing of this action will ensure that the returning employee is paid on time

Supersedes: N/A New Business Practice Bulletin	Issued By: Leaves Department
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C. PROCEDURES FOR LEAVES DEPARTMENT:

1. Provide assistance and appropriate notification to the affected employee
2. Respond timely to questions from the work location and disability insurance company
3. Provide notification of the approval for disability benefits to the appropriate departments. This will also ensure that the necessary billing statement for continuation of insurance is sent to the employee
4. Ensure that the employee's position is held in accordance with the employee's bargaining unit's contract
5. Ensures disability insurance company receives notification when an employee has returned to work
6. Ensures that the payroll records of an employee returning to work from a disability absence is updated timely and accurately

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