

Disability Leave Policy

POLICY STATEMENT

This policy defines employees' rights and responsibilities during a medical Disability at Chapman University.

REASON FOR THE POLICY

Disability policies are designed to provide assistance when you are medically certified as unable to work due to a non work-related injury or medical condition. Disability is defined as any mental or physical illness or injury which prevents you from performing your regular or customary work, according to California Unemployment Insurance Code, Section 2626.

POLICY

State Disability Benefits

Eligible employees who are disabled due to non work-related injuries or illnesses may utilize the University's [Sick Pay Usage and Accrual Policy](#). Faculty may consult with the Office of Faculty Affairs/Faculty Handbook for more information on pay options. If the Disability Leave extends beyond seven (7) calendar days, the employee may also be eligible for disability insurance benefits with the State of California Employment Development Department (EDD). For more information, visit EDD's website - <https://www.edd.ca.gov/Disability/FAQs.htm>.

California's State Disability insurance (SDI) provides low cost disability protection if an illness or injury not caused by the job prevents you from working. Benefits begin after the seventh calendar day of the illness or accident. State disability benefits through EDD pay 60-70% of your eligible earnings up to \$1,252.00 per week for up to 52 weeks, following a 7-day unpaid waiting period.

To apply for SDI, employees must file their disability claims directly with the EDD – [their website](#) explains how their disability program works, how to file an online claim, and how the weekly benefit is calculated.

When you call the state or file your online claim, you will be asked the following questions:

1. Who is your employer? Answer: Chapman University (do not give them your department name)
2. What is your employer's address? (They will send forms to verify last day worked and wages.) Answer: 1 University Drive, Orange, CA 92866 Attn: Human Resources (1580-15800)

Your available sick accruals will be paid in coordination with State Disability benefits from the CA EDD. If you exhaust your sick accruals before you return to work, and you have Chapman University benefits (medical, dental, etc.), you must arrange to continue paying your premiums since you will not receive disability pay from the University.

Contact HR at frenchca@chapman.edu or 714-997-6979 for help setting up payments. NOTE: If you do not set up payments, your benefits can be cancelled after 30 days of non-payment.

Long Term Disability Benefits

If you work 30 or more hours a week, and your non work-related disability extends beyond 90 days, you may file a claim, and if eligible, receive benefits through Cigna, Chapman University's disability insurance provider. For more information, visit: www.cigna.com/workwellness or call (800) 362-4462.

Long term disability benefits through Cigna pay 60% of your eligible earnings up to \$16,000.00 per month, following a 90-day waiting period.

Long term Disability initially runs concurrently with State Disability. State Disability benefits are offset/deducted from Long Term Disability benefits. If State Disability benefit amount is greater than Long Term Disability benefit amount, a plan minimum benefit of \$100.00 monthly will be paid.

Accommodations Due to a Disability

In addition to the leave benefits described above, if you have a physical or mental impairment that limits a major life activity, you may be entitled to leave as an accommodation under California's Fair Employment & Housing Act and the Americans with Disabilities Act. Please go to [Workplace Accommodations](#) at Chapman University for more information.

Pregnancy Disability Leave

An employee disabled due to pregnancy, childbirth, or related medical condition may take up to a maximum of four months leave. Pregnancy Disability Leave (PDL) runs concurrently with any time allowed under the Family Medical Leave Act (FMLA) for those employees eligible for FMLA and would be in addition to any time allowed under the California Family Rights Act (CFRA) for those employees eligible for CFRA. For more information, visit our [Pregnancy Disability and Parental Leave Policy](#).

Other Available Leave Options

You may be eligible for other Chapman University leave programs while you are taking disability leave. These programs include sick accruals, State disability insurance, long term disability and paid faculty leave (faculty may consult with the Office of Faculty Affairs for more information on pay options), and as noted above, reasonable accommodations under the American's with Disabilities Act and Fair Employment & Housing Act for eligible disabilities. For more information about these programs, contact Human Resources at frenchca@chapman.edu or 714-997-6979.

OFFICE RESPONSIBLE FOR THE POLICY

Human Resources

Contact: Tim Frenchcampbell, frenchca@chapman.edu, 714-997-6979

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/disability-leave-policy.pdf

WHO APPROVED THIS POLICY

Senior Staff

Date Approved: 9/8/2020

(signed)

President

PUBLICATION DATES:

Effective: 11/1/2020

RELATED MATERIALS:

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/pregnancy-disability-parental-leave-policy.pdf

<https://www.chapman.edu/faculty-staff/human-resources/workplace-accommodations.aspx>