

Adopted 1/02

Revised 01/04

**Subject: PERSONNEL POLICY #23
WEEKLY DISABILITY INCOME**

Regular full-time and part-time employees become eligible for weekly disability income after 90 days of continuous employment.

Weekly Disability Income Use

Choices In Community Living provides employees with weekly disability income when they become disabled due to a non-job-related accident or illness that requires regular care by a physician.

Weekly Disability Income Requests/Approvals

Employees must request weekly disability income as a leave of absence with as much advance notice as possible. Choices In Community Living will require employees to complete and submit all required paperwork accurately and timely as required by the provider and the agency. Failure to do so may result in loss of weekly disability income benefits.

Weekly Disability Income Pay

Employees may receive 60% of their salary or hourly wage for the regularly scheduled hours they miss due to illness or injury for up to 13 weeks. Payment for injury or illness begins on the eighth day. The provider for Choices in Community Living's weekly disability income policy determines eligibility qualifications. Employees may use paid absence, personal time and/or vacation (if available) to make up but not exceed the 40% balance of their salary or hourly wage for the regularly scheduled hours they miss. Weekly disability income hours do not count as actual hours worked and are not considered in overtime calculations.

Weekly Disability Income Certification

Choices In Community Living Will require doctors' certifications for approval of weekly disability income.