

## ADDITIONAL INFORMATION

### FAMILY MEDICAL LEAVE (FMLA)

Under the Family and Medical Leave Act (FMLA) eligible employees are entitled to up to 12 weeks per year of unpaid, job-protected leave for a serious health condition that makes the employee unable to perform his or her job, including a work-related injury or illness. The 12-month FMLA period is measured forward from the date that an employee's first FMLA leave begins.

During FMLA leave, Harvard will maintain the employee's health coverage under any of the University's group health plans on the same terms as if the employee had continued to work. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

Harvard's Employee Assistance Program (EAP) is available to faculty and staff to support their health, wellbeing and workplace experience. This free program, provided by KGA, Inc. offers confidential consultation, short-term counseling, resources and referrals for a wide range of challenges. Simply call the EAP 24 hours a day, 7 days a week, at 1-877-EAP-HARV (1-877-327-4278) to speak with an expert and explore your options. All you need to do is make the first call.

### OFFICE OF LABOR AND EMPLOYEE RELATIONS (OLER)

OLER provides the University community with advice and counseling on the application of employment policies for exempt and represented staff, University collective bargaining agreements governing unionized workers, as well as compliance with various employment regulatory requirements.

## RESOURCES AND CONTACTS

### PROGRAM ADMINISTRATOR

Harvard's STD Program is administered by Liberty Mutual Assurance Company of Boston

To initiate your claim, call the Harvard-dedicated phone number or go online:

**844-600-3978** (24/7/365)  
[www.mylibertyconnection.com](http://www.mylibertyconnection.com)  
(Company Code: Harvard)

Online you can also:

- Check the status of your claim
- Report a birth
- Contact your assigned Disability Claims Case Manager

Once your claim is reported, use the Harvard-dedicated phone number to reach the claims team and/or your assigned Disability Claims Case Manager in Dover, NH:

**844-228-2501** (8:00 am – 5:00 pm EST)

### BENEFITS

Benefits provides information and assistance with a comprehensive range of benefits options, including medical, dental and vision plans, disability and life insurance, retirement plans, and tax-deferred annuity savings accounts. Phone center is open M, T, Th, F, 9 a.m.-5 p.m. and W, 10 a.m.-5 p.m., at 617-496-4001, [benefits@harvard.edu](mailto:benefits@harvard.edu)



**HARVARD**  
Human Resources  
**BENEFITS**

# Employee Guide



# Short Term Disability (STD)

## SHORT TERM DISABILITY

*This information is a summary of Harvard's Short Term Disability (STD) Program. If there is any discrepancy between this information and the STD programs, the latter will prevail.*

### OVERVIEW

Harvard provides STD coverage at no cost to eligible employees. You do not need to enroll in this benefit. STD covers up to 26 weeks of disability during which you are unable to perform the material and substantial duties of your job due to injury or illness. If eligible, STD provides salary replacement at 70 to 100 percent of your base pay. Harvard's STD benefit allows up to eight weeks of paid leave for birth mothers. Disability claims and documentation is reviewed and decided on by Harvard's STD claims adjudicator administrator Liberty Life Assurance Company of Boston ("Liberty").

### ELIGIBILITY

Employees who meet the following criteria are automatically covered through this STD program:

- Administrative and professional staff and non-bargaining unit, overtime eligible support staff who are Actively at Work at least 17.5 hours per week and have completed their orientation and review period (refer to the Staff Personnel Manual)
- HUCTW members who are Actively at Work at least 17.5 hours per week
- Service and trade employees who meet the criteria of their collective-bargaining agreements
- Postdoctoral fellows (stipendee & internal) who are Actively at Work at least 17.5 hours per week

### BENEFIT PERIOD

STD covers up to 26 weeks of disability in which you are unable to perform the material and substantial duties of your job due to an injury or illness. The 26 weeks may be consecutive or intermittent after the benefit waiting period has been met.

- The first two weeks are a waiting period and no STD benefits are payable. However, you can be paid with accrued sick or vacation days, personal days or a combination of these. If you have no paid time off available, the waiting period will be unpaid. (Some collective bargaining units have different waiting periods or limitations on the type of paid time off which can be used during leaves.)

- The two week waiting period and any applicable spend down period count towards the 26 week STD maximum benefit period.
- In the case where disability is continuous, STD ends 26 weeks from the date of disability, regardless of the number of weeks actually funded by STD.

### BENEFIT AMOUNT AND SALARY REPLACEMENT

- Administrative and professional staff, non-bargaining-unit, overtime eligible support staff and postdoctoral fellows receive 75% of base pay if their benefits-eligible service is less than seven years and 100% if it is at least seven years.
- HUCTW staff receive 70% of base pay if their benefits-eligible service is less than seven years and 100 percent if it is at least seven years.
- Service and trade employees receive benefits as outlined in their collective-bargaining agreements.

### FILING A CLAIM

Report a claim to your leave of absence specialist or local HR Office and Liberty as soon as you believe you will be absent from work for any amount of time for pregnancy, illness or injury beyond the waiting period. Early submission of your STD claim allows for timely processing of your claim. Review Reporting Your Disability Claim on HARVie ([hr.harvard.edu](http://hr.harvard.edu)) for more information. Claim decisions are made within one week of Liberty receiving **all** necessary information.

### HOW DO I FILE A CLAIM

You may file a claim by telephone or online. Please contact Liberty's Claim Intake Service Center at 844-600-3978 or visit [www.mylibertyconnection.com](http://www.mylibertyconnection.com).

### WHAT INFORMATION WILL I NEED TO PROVIDE

You will be asked to provide the following information in addition to other questions about your leave:

- Physician's contact information (name, address, phone, and fax number)
- Manager's name, telephone number and e-mail address
- Reason you are out of work (diagnosis/symptoms)
- Your last day worked, first day absent from work, and anticipated return to work date

***Failure to initiate a claim in a timely fashion may interfere with and possibly jeopardize your STD benefits.***

### RETURNING TO WORK

Harvard has a highly customized return to work process, which includes providing required written documentation from your physician you to return to work. Your physician must provide written documentation that indicates whether you have restrictions or not.

**Please call your leave of absence specialist or local HR Office at least two weeks before your anticipated return to work date to discuss the return to work process. You will not be permitted to return to work without authorization from your leave of absence specialist or local HR Office.**

Should you require accommodations or have restrictions upon your return, you will need to contact your leave of absence specialist or local HR Office to begin an interactive exploration process. Please review the Reasonable Accommodation Fact Sheet, which explains the request process.

### PART TIME BENEFITS AND PAY

Working part-time is encouraged. Working part-time does not extend the 26-week period of eligibility. Contact Liberty and your leave of absence specialist or local HR Office for details.

If you are approved to work part time, you will be notified and you will be responsible for submitting a weekly timesheet to Harvard's Disability Payroll office. During this period, your paycheck will reflect both STD pay and regular pay. This combined payment will be processed through your *regular* Harvard payroll cycle (weekly, biweekly, or monthly).

### RETURNING TO YOUR REGULAR SCHEDULE AFTER PART TIME:

Your physician must provide HR with written documentation that indicates you no longer have any restrictions. HR will partner with Liberty on this process.

**As noted above, you cannot return to work unless authorized to do so by HR. If you return to work without authorization from HR, you will be sent home.**

For information about other benefits you can continue while on STD, please visit HARVie.