

Short Term Disability

The Village of Belgium recognizes that employees may need to be absent from their scheduled position for various reasons. Short Term Disability is available to all full-time employees that regularly work 30 or more scheduled hours in a work week and have been in employment with the Village on a full-time basis for a period of not less than a year. Short Term Disability benefits may be taken in one week increments up to 12 weeks in a 12 month period with written notice by the employee and Village Board approval. The written notice shall be provided by the employee forty five (45) days prior to the start of the leave or as soon as possible if the leave is unexpected. The 12 month period will commence on the first (1st) day of absence due to injury or the eighth (8th) day of absence due to illness.

The amount of Short Term Disability that will be paid during the normal payroll cycle will be 40% of the employee's weekly earnings. This amount will be entirely funded by the Village of Belgium. The employee may elect to have an additional 20% (total of 60%) of their weekly earnings paid as Short Term Disability benefits with a \$10.00 (ten dollar) payroll deduction from each paycheck. There will be an open enrollment period from December 1 through December 30 each year to accept or decline on the prescribed form to take this additional 20% benefit. The employee may only change their Short Term Disability percentages during this open enrollment period and the amount will remain the same from the following January 1st through December 31st.

Group insurance benefits will continue to accrue while the employee is on leave if they were receiving these benefits prior to leave. All deductions will remain as they are from the employee paychecks such as health insurance premiums, deferred comp, short term disability, Aflac, Wisconsin Retirement System, state and federal taxes, and any other deductions that are currently being taken. If the deductions from the employees paycheck are greater than the paycheck the employee will be responsible for paying these amounts to the Village of Belgium by the first business day of each month.

The employee will have the option of using all earned vacation and sick leave during their leave of absence. Short Term Disability benefits will not apply while vacation or sick days are being paid. The employee shall state in their written notice if he/she wishes to use any vacation or sick time. The employee will not receive holiday pay while on leave.

Circumstances that qualify for a leave of absence include:

- An employee's own serious health condition that makes the employee unable to perform his/her job
- The birth or adoption of the employee's child.
- The care of an employee's child, spouse, or parent with a serious health condition including injury.

Medical documentation from a licensed physician will be required as soon as possible in the event of a serious illness or injury for the employee or the employee's child, spouse, or parent. The Village will also require a medical release from the physician prior to the employees return to work if the condition for

which the leave is granted is for the employee. The Village may require the employee to seek a second opinion by a physician chosen by the Village which will be paid entirely by the Village.

If a longer period of time is needed, the Village will grant up to an additional twelve (12) unpaid weeks with proper notice four (4) weeks in advance from the employee and additional medical documentation from a licensed physician. Failure to provide documentation or notification will be considered voluntary resignation. Group Insurance and other benefits occurring as payroll deductions will continue to be paid by the Village. Any payroll deductions that would normally be deducted from the employees paycheck will be the responsibility of the employee and shall pay these amounts to the Village of Belgium by the first business day of each month.

Approved by Village Board 01/13/14