

Short-term disability policy template

1. Purpose:

This policy outlines the guidelines and procedures for short-term disability benefits for employees who are unable to work due to a non-work-related illness or injury.

2. Eligibility:

Employees who have been employed for at least [insert number] months are eligible for short-term disability benefits. The employee must provide medical documentation from a healthcare provider to support their claim.

3. Benefit Duration:

Short-term disability benefits will provide income replacement for up to [insert number] weeks, depending on the severity of the illness or injury. Benefits will be paid at a rate of [insert percentage] of the employee's regular salary.

4. Application Process:

Employees must submit a completed short-term disability claim form along with supporting medical documentation to the HR department within [insert number] days of the onset of the illness or injury. The HR department will review the claim and make a determination on eligibility within [insert number] days.

5. Return to Work:

Employees on short-term disability leave must provide regular updates on their medical condition and expected return to work date. The HR department will work with the employee and their healthcare provider to facilitate a smooth transition back to work.

6. Confidentiality:

All medical information related to a short-term disability claim will be kept confidential in accordance with HIPAA regulations. Only authorized HR personnel will have access to this information.

7. Compliance:

Employees receiving short-term disability benefits must comply with all company policies and procedures, including providing regular updates on their medical condition and participating in any return-to-work programs recommended by their healthcare provider.

For more information on short-term disability benefits, please refer to [insert link to official source].

