



Disability Insurance Program (DIP) – Manager (HRBP) Short-Term Disability (STD) Claim Filing Checklist/Guidelines

Delaware State Employees' Pension Plan Participants who are enrolled in the State of Delaware DIP are provided income protection during periods of short-term disability, pursuant to 29 Del. C. §5253(b)(1). Enrolled employees who expect to be out of work for at least 30 calendar days must file a short-term disability claim with the disability insurance provider for the State of Delaware, no later than fifteen calendar days from the employee's date of disability, even if the employee applied for and/or is receiving Workers' Compensation benefits from the State of Delaware.

Please be sure to use the enclosed "Manager STD Claim Filing Checklist/Guidelines for step-by-step information.

Please use this document for step-by-step information on:

- Your responsibilities
- Important timeframes and action items
- What to expect from the Central Human Resource Office

Day 1 As soon as you are aware that an employee is unable to work due to their own illness or injury:

- Determine if the employee is enrolled in the State of Delaware Disability Insurance Program (DIP).
- If eligible, send employee STD information notice about filing a claim with The Hartford. Hartford STD
- Notify the Central Human Resource Office of the upcoming STD claim and confirm if the employee has accrued time to utilize during their 30 day elimination period. If the employee has no time available, a JED must be completed to place them on Leave without Pay. If the employee does have accrued time, use available sick time/vacation time to keep them in a paid status.
- Even if the claim is work related, and the employee is receiving Workers' Compensation benefits, or receiving Personal Injury Protection (PIP) automobile benefits from the state or personal automobile vendor, the employee must also apply for Short- Term Disability (STD) benefits no later than the 15th calendar day of absence

Day 5-15 During the Elimination Period

- If the employee has filed a timely STD claim and The Hartford has received all necessary requested information, a decision for claim approval or denial will be made by The Hartford. An email will be sent to the department by Central Human Resources notifying the dates of STD approval.
- HR will process a JED to put the employee on Paid STD status.
- The employee will be paid 75% of their pre-disability earnings through a University of Delaware pay check. If the employee is receiving other sources of income such as Worker's Compensation, the STD amount will be reduced.
- If the employee is eligible to receive 75% of their pre-disability earnings, leave management will compete and submit a Leave Request for 25% for a 100% paid status during the approved STD period.

