

SHORT TERM DISABILITY INFORMATION/APPLICATION INSTRUCTIONS Classified Employees

Basic Facts:

- All sick leave needs to be exhausted prior to the STD beginning
- STD has a 30 day wait period before any payment begins
- STD may run concurrent with the sick leave
- STD is a 6 month policy, but with 1 month waiting, there are only 5 months paid
- Remember typically with maternity STD is 6 weeks and with a 1 month waiting, there are only 2 weeks paid
- STD is for a serious health condition, not routine colds

Completing the Form:

http://www.standard.com/eforms/6561_604530.pdf

P1, 2, 6, 9, 11 & 13	Information
P3 & 4	Employee completes
P5	UCD Human Resources completes
P7 & 8	MD completes
	Standard Ins will not process the claim without the MDs med cert
P10	Employee signs Release
P12	Psychotherapy Release - If necessary - Employee signs

Return pp 3, 4, 5, 7, 8, & 10 to Greg Rowe at UCD Human Resources.

Upon receipt, **Greg Rowe finishes p 5** and faxes package to Standard Insurance Company, a private insurance carrier who handles CUs STD. Once received, Standard will communicate directly with the employee. STD checks will be sent directly to the employee by mail.

Contact Information:

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