

Supervisor: Please fax to Human Resources at 580-5805 upon 6th lost work day.

SHORT-TERM DISABILITY REPORTING FORM

INSTRUCTIONS FOR SUPERVISORS: Please complete Section A and fax to Human Resources by 6th lost work day. Upon employee's return to work: complete Section B on the date employee returns to work and fax to Human Resources.

SECTION A: To be completed by the supervisor upon the employee's sixth lost workday, or earlier in cases where it is known that the absence will exceed 5 consecutive work days.	
Print Name (Last, First, M):	
Address:	
Home Phone:	
Department:	Job Title:
Scheduled # of Workdays Per Week:	Days: S M T W T F S
First Full Lost Workday Due to this Disability:	Expected Return Date (if known):
Attending Physician's Name (if known):	
Attending Physician's Address (if known):	
Brief description of Illness or Non-Work Related Injury:	
Supervisor's Signature:	Date:
Supervisor's Campus Extension:	

SECTION B To be completed by the supervisor upon the employee's return to work	
Name of Employee:	Date Returned to Work:
Supervisor's Signature:	Date:

SECTION C For Human Resources use only	
Date of Hire:	Account #:
Database Status Change: <input type="checkbox"/> _____ <input type="checkbox"/> _____	
First Seven (7) Calendar Days: From:	To:
Number of Weeks/Days of Full Pay from the College:	
From:	To:

SKIDMORE COLLEGE DISABILITY FAQ FOR SUPERVISORS

When is an employee eligible for Disability Leave?

An employee is eligible for Disability Leave if they have been employed at least 4 weeks, absent from work for more than 7 calendar days due to illness or a non-work related injury, and is under the care of a physician.

What can a Supervisor ask an employee on Disability Leave?

Due to privacy regulations under HIPAA (Health Insurance and Accountability Act), the following applies when an employee notifies you of an impending absence due to a medical reason:

- S/he does not need permission to be on a disability leave from the College;
- You can ask the employee when it is s/he is scheduled to leave work;
- You can ask the employee when they expect to return;
- You can ask the employee for an outline of work that needs to be done in their absence and any plans s/he has made to complete the work;
- You can ask the employee if they are “feeling better” or “doing well” while they are absent;
- You can let their colleagues know they are “doing well” if that is the case;
- You can ask them for an update on their return to work date based on their recovery;
- You cannot ask the employee any medical questions;
- You cannot share their medical information with anyone else if the employee chose to share medical information with you;
- While we ask the employee to check in with you on a regular basis, you are encouraged to check in with them during their absence if they are not contacting you.

What is the process when an employee is on a Disability Leave?

- 1) Supervisor completes a disability reporting form (found on the HR web site) and faxes it to Human Resources prior to or on the employee’s last work day;
- 2) Human Resources then sends the employee a letter regarding their leave period and medical form s/he and their doctor completes and returns to HR;
- 3) Human Resources sends the completed form to our insurance carrier;
- 4) The insurance carrier approves or denies the claim based on medical information received;
- 5) The insurance carrier also monitors the doctor’s reports and requested time out based on what the NY State Insurance regulations designate to be the normal time out for the procedure – which can change based on recovery of the patient;
- 6) When the employee returns to work, you need to fax a copy of the original disability reporting form to Human Resources with the employee’s return to work date.

By following the above process, this will ensure the employee's eligible pay will continue (see Employee Benefit Summary for full pay benefits).

The above privacy laws also apply when you are working with an employee who is absent for medical reasons less than 7 calendar days or absent for a work related injury.