

Faculty Disability Information Sheet

Eligibility

- Short Term Disability – Upon date of hire.
- Long Term Disability – One year of service and following an approved six month short term disability period.

When You Should Apply for Short Term Disability Leave

- If you are expected to be out of the office for your own medical condition for more than 2 weeks, AU requires you to apply for short term disability (and FML medical leave, which runs concurrently).

Application Process

- Let your department chair know you have need for leave and follow the instructions on the *Reporting an FMLA Absence or Disability* brochure.

What to Do When Your Short Term Disability Claim Has Been Approved

- Respond promptly to requests from Prudential's case managers to ensure timely decisions on any extensions.
- Prior to your return to work, provide HR with a note from your doctor certifying your ability to return to work without restrictions.

Note: if you want to return to work, but will need accommodations, contact AU's FML-Disability team and they will work with you, your supervisor, Employee Relations, and the Dean of Academic Affairs to determine whether or not this is feasible.

Long Term Disability

- Faculty with more than one year of service who have been disabled for six months may be eligible for long term disability. You will be contacted by Prudential and HR as you approach your long term disability eligibility date. Long term disability provides income at 60% of pay and benefits continuation for health, dental, life insurance, and retirement savings.

More detailed information may be found in the Disability Benefits section in the *Faculty and Staff Benefits Manual*.