



**GUIDELINES FOR PT/VL  
SHORT-TERM AND LONG-TERM DISABILITY BENEFITS  
AND REIMBURSEMENTS FOR SECOND WEEK OF SICK LEAVE  
Spring 2012**

Article XIII, Section 4, of the PT/VL Contract provides for leaves of absence for Short-Term Disability (STD) and Long-Term Disability (LTD), and reimbursements of a second week of sick leave. Benefits for these leaves are paid from a fund administered by the PT/VL Disability/Travel Fund Committee of the Faculty and Staff Federation.

A. **FUND RESOURCES.** On September 1 of each year, the unused portion will be carried over into the next contract year. Reimbursements will be made only from funds contributed by the College on or before the start of the disability.

B. **ELIGIBILITY.** To be eligible to apply for STD/LTD benefits:

1. The bargaining unit member must be in Pool II or higher (see PT/VL Contract, Article VII, Section 1). However, if the member's disability prevented him/her from earning his/her 4th seniority unit, s/he is nevertheless eligible to apply for disability funds.
2. The bargaining unit member must have started a scheduled work assignment at the time of the disability, or have a specific assignment for the coming semester (including summer semesters).

C. **APPLICATION AND DOCUMENTATION.**

1. The bargaining unit member must inform the Federation in writing no later than 30 days after the illness or injury occurs. The Federation will supply appropriate forms and instructions to the bargaining unit member. All application forms and other documents related to disability benefits will be held in the strictest confidence. They will be reviewed only by the Committee of the Disability/Travel Fund and, when necessary, by a medical consultant.
2. The completed application forms and all of the required documents must be sent to the Federation office no later than 60 days after the beginning of the disability period.
3. Documentation of the illness or injury shall include a **signed** statement from a medical doctor who has examined the bargaining unit member. The Federation reserves the right to request a medical examination and statement by a second doctor, chosen by the Federation. The Federation is not responsible for payment of any medical fees.
4. Applicants for Long-Term Disability (LTD) benefits will provide additional medical documentation at least 15 days before the beginning of the LTD period.
5. Bargaining unit members who receive STD/LTD benefits shall not be employed during their disability period nor shall they receive disability benefits for lost CCP income from any other source.
6. A bargaining unit member may apply for LTD benefits only for the period immediately following the approved STD period.
7. A bargaining unit member who has received payments for short-term disability may not apply for STD benefits again until 12 months after the receipt of his/her last STD or LTD payment. Furthermore, if the loss of pay for a subsequent instance of disability occurs within 36 months of the previous STD loss, the bargaining unit member will receive payments only if funds remain at the end of that academic year.

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8. A second week of illness may be reimbursed from this fund. This is separate from short-term disability, though the application procedure is the same (see application forms attached). Those who have taken one week of sick leave through the College, but whose illnesses continue into a second week may apply for reimbursement from the fund, but will need supporting documentation of the illness (usually a doctor's note.) If an individual who receives second week sick leave from this fund applies for STD for the same term, the amount of any disbursement that has been made from this fund will be deducted from the **\$3700** maximum STD payment. Bargaining unit members who have received second week sick pay from this fund for one semester may apply for similar funds in the next semester, but in no case will the total amount of sick leave reimbursed exceed **\$3700** within a twelve-month period of time.

**D. PAYMENT.**

1. A part-time faculty member (PT) on STD shall receive **65%** of his/her base salary at the time of the disability up to a maximum of **\$3700**. Payments shall cover the actual period of the disability. Payments shall cover the remainder of the semester/session for which s/he was hired and which s/he was unable to complete, provided that s/he is unable to (a) resume his/her job at CCP; (b) find other work; or (c) receive unemployment compensation.
2. A visiting lecturer (VL) on STD shall receive **65%** of the highest possible part-time base salary in his/her department.
3. Notwithstanding paragraphs (1) and (2) above, the maximum STD payments for an academic year shall be **\$3700** of lost salary, including Summer sessions.
4. The payments will cover salary lost only after all available paid sick days have been used.
5. A disabled bargaining unit member on STD who, were it not for his/her disability, would have received a contribution from the College toward health insurance coverage, shall receive payment equal to the contribution the College would have paid to health insurance for PTs. (There will be no reimbursement for payments which were due or made before the start of the disability.) During the disability period, VLs shall receive insurance payments equal to the payments which the College makes to the most senior PTs.
6. For LTD, a part-time faculty member shall receive payment equal to the College's contribution to the bargaining unit member's health insurance for three months following the period during which the member was on STD leave. A VL on LTD shall receive payment equal to the maximum health insurance contribution the College makes to PTs.
7. The PT/VL Disability/Travel Committee shall authorize payments on a first-come-first-served basis until the funds for disability are exhausted. The date on which the Federation office is officially notified of the disability shall determine the order in which funds are authorized.
8. Bargaining unit members on STD or LTD enrolled in plans administered by BCI shall be responsible for making full payments for their health promptly. Bargaining unit members on LTD leave will be reimbursed for the appropriate portions of the covered payments.
9. All monies in the fund will be audited and disbursed by CCP's Controller's office. Current Guidelines covering STD and LTD will be reviewed and may be amended by the PT/VL Council.

**Revised and approved by membership at bargaining unit meeting of January 11, 2012**