

Lee's Summit R-VII School District
Short Term Medical Leave

REVISED 7/7/2021

The Lee's Summit R-VII School District provides Short Term Medical Leave (STML) to regularly scheduled employees (full- and part-time) receiving compensation included in a District contract and/or compensation summary. STML provides paid leave and continuation of benefits to eligible employees when they are unable to work for an extended period due to a serious non-work-related health condition. Pregnancy-related medical conditions that meet the requirements of this plan are covered on the same basis as any other qualifying health condition.

How to Apply for Short Term Medical Leave

To apply for STML, please follow the below steps.

1. Contact your immediate supervisor to let him/her know of your upcoming absence and to confirm whether a substitute will be required during your leave.
 - a. If no substitute is required, skip to step 2.
 - b. If you need a substitute:
 - i. Facilities, Before and After School Services (BASS), Nutrition Services and Transportation employees, please contact your Department Secretary for information on obtaining a substitute.
 - ii. All other employees, please contact Lisa Goble, Human Resources, at 816.986.1002 or lisa.goble@lsr7.net.
 - iii. Upon notification of your return to work date from The Standard, contact your substitute, if applicable, with your anticipated date of return.
2. Complete the attached LSR7 Employee Information Form and return it to the Benefits Specialist in Business Services at Stansberry Leadership Center. *Please note, until the Employee Information Form is received, LSR7 is unable to complete the Employer portion of your claim or enter your time on your timesheet.*
3. Please follow the instructions included in the enclosed Frequently Asked Questions (FAQ) to file your claim via phone through The Standard's Claim Intake Service at 800.378.2395 or online at www.standard.com. See FAQ for policy #.
4. The Standard will review your information and the medical information they receive from your physician to determine your eligibility for receiving STML benefits.

Eligibility Waiting Period

Newly hired employees shall become eligible for STML after having worked 90 regularly scheduled contract and/or compensation summary working days following their hire date. Hire date is defined as the first day of an employee's contract and/or compensation summary for which compensation is earned. Regularly scheduled is defined as working in a position required during the hours and days of the student attendance calendar authorized for the school term. A whole or partial day worked is considered a day worked for purposes of satisfying the eligibility waiting period. Personal leave, vacation time, and/or any other whole day absence will not be considered a day worked for purposes of satisfying the eligibility waiting period. However, professional absences approved by the employee's supervisor will be considered a day worked for purposes of satisfying the eligibility waiting period.

Benefit Waiting Period

To qualify for STML benefits, and to continue receiving benefits, your claim must be submitted to and approved by The Standard, the District's STML administrator. You must use existing applicable paid leave (PDO/PTO and/or VAC/VTO) for the first 10 working days (days may be consecutive or non-consecutive) of absences due to the same qualifying medical condition. If your paid leave is insufficient to cover absences, your pay will be docked accordingly. After the waiting period, you are not required to use all your available leave balance(s) before receiving approved STML pay.

Salary and Benefit Continuation Plan

If you are absent from work because you have a qualifying medical condition **approved** by The Standard, the salary continuation plan will provide you with a benefit equal to 100% of your regular salary beginning on the 11th day of absence due to the same qualifying medical condition. Regular salary consists of pay included in a contract and/or compensation summary. If applicable, your insurance benefits will continue while receiving STML benefits. **You will NOT receive STML pay until the District receives The Standard's approval of your STML claim. If approval is not received by the end of your waiting period, you will be required to use paid leave (or be docked in pay if no leave available) until approval is received from The Standard. Once approval is received, any leave (or dock in pay) you used that is**

subsequently paid as STML will be reinstated in your leave bank balance (if dock, paid back to you) on the next available payroll. If your claim is denied, paid leave (dock) will not be reinstated and you will be expected to return to work immediately.

STML benefits may continue for up to a maximum of 115 working days. A whole or partial day of STML will be considered one day of the maximum benefit period. The total number of working days you may be absent for the same medical condition is 125 days, which includes the 10-day benefit waiting period and the 115 STML days. **NOTE: Employment from the District will end upon usage of the maximum STML benefit of 115 working days, if no other leave options are available. The District provides Long Term Disability which is designed to provide benefits when STML has ended, if you are approved for Long Term Disability.**

Returning to Work

To ensure an easy transition back to work, you may be contacted by a Return to Work Consultant from The Standard prior to returning to work and/or upon your return to work.

- If you return to work on the date The Standard indicates and you **have not** been given any work restrictions from your physician, no further action is necessary and you may return to work.
- If you return to work on the date The Standard indicates and you **have** been given work restrictions from your physician, please provide a written physician statement detailing the work restrictions to the Benefits Specialist as soon as possible. Do **not** return to work until you receive further instructions.
- If your physician releases you to return to work PRIOR to the date The Standard indicates, please provide a written physician work release to the Benefits Specialist **PRIOR** to returning to work. You may return to work once the written release is received by the Benefits Specialist.
- If you cannot return to work on the date The Standard indicates, you will need to contact your immediate supervisor, The Standard, **and** the Benefits Specialist promptly to request The Standard to extend your STML. The Standard claims department can be reached at 1.800.368.2859. You will **NOT** receive STML pay until the District receives The Standard's approval of your STML extension. You will be required to use paid leave (or be docked in pay if no leave available) until your extension approval is received from The Standard. Once approval is received, any leave (or dock in pay) you used that is subsequently paid as STML will be reinstated in your leave bank balance (if dock, paid back to you) on the **next available** payroll. If your extension claim is denied, paid leave (dock) will **not** be reinstated and you will be expected to return to work immediately.

End of Short Term Medical Leave

Short Term Medical Leave will end the earliest of the: 1. date determined to be no longer qualified for the leave, 2. date the employee has received up to 115 paid leave days for the condition, 3. date of death, 4. date employment with the District ends, 5. date employee fails to furnish proof of continuation of disability, **or** 6. date employee refuses to be examined, if District or The Standard requires an examination.

Coordinating Short Term Medical Leave and Family and Medical Leave Act (FMLA)

If you are entitled to the benefits of Family and Medical Leave (FMLA), your FMLA leave and Short Term Medical Leave will run concurrently. Please refer to Board Policy GBBDA for FMLA eligibility requirements and additional FMLA information.

Questions

The District's Short Term Medical Leave is authorized by Policy GBBDAA and controlling provisions in the group STML policy issued by The Standard. You can find a copy of the Certificate and Plan Summary online [at benefits.lsr7.org/short-term-medical-leave](http://benefits.lsr7.org/short-term-medical-leave). Additional questions should be addressed to the District's Benefits Specialist at (816) 986-1046.