

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4337

PROCEDURE FOR IMPLEMENTATION OF THE STATE OF DELAWARE SHORT-TERM AND LONG-TERM DISABILITY INSURANCE PLAN

- A. PURPOSE: To provide a written procedure for administering the State of Delaware's Short-Term and Long-Term Disability Plan pursuant to Title 29, Section 5253 of the Delaware Code.
- B. DEFINITION: The Short-Term Disability Plan allows eligible employees to take up to 6 months of short-term income protection if the employee cannot perform one or more of the essential duties of their occupation due to injury, sickness, pregnancy or other medical condition covered by the Plan. This policy limits sick leave use to an employee's contract period and will follow the State of Delaware's short term disability guidelines.
- C. PROCEDURE:
1. Eligibility:
 - a. School District employees enrolled in the State of Delaware's Short-Term and Long-Term Disability Insurance Plan.
 2. Guidelines:
 - a. The Milford School District will provide connections to the State of Delaware services for Short Term Disability and Long Term Disability through the statewide benefits website www.ben.omb.delaware.gov.
 - b. The district will provide the appropriate documentation and procedures to follow through statewide benefits.
- D. INSURANCE FRAUD: Insurance fraud occurs when any employee with the intent to injure, defraud or deceive the School District and/or the State of Delaware and their Plan Administrator, provides false information or files a claim for benefits that contains any false, incomplete or misleading information. It is a crime for an employee to commit Insurance Fraud. Insurance Fraud is grounds for immediate termination and the District, State of Delaware and/or their Plan Administrator will also pursue all available legal remedies if an employee perpetrates Insurance Fraud.

For more information on the State of Delaware's Disability Insurance Program, employee's may reference Title 29, Section 5253 of the Delaware Code, or visit www.ben.omb.delaware.gov Section "Disability Insurance Program".

REVISED: 6/30/08; 8/24/09, 11/24/14