



PENNRIDGE SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE

1200 North Fifth Street • Perkasi, Pennsylvania 18944

Human Resources

MADISON LONG TERM DISABILITY AND SICK DAY USE DURING LEAVE

Name: _____ EEID: _____ Job Class: _____

Building: _____ Elimination Period with Madison: _____

Start Date of Leave: _____ End Date of Leave: _____

of Sick Days Accrued: _____ # of Personal Days Accrued: _____

of Vacation Days Accrued: _____ # of Undesignated Days Accrued: _____

It is my intention to use the following number of days towards my leave/FMLA:

Sick days: _____ Personal Days: _____ Vacation Days: _____ Undesignated Days: _____

Once your doctor clears you from his care sick days and long-term disability are no longer available options. At this time you will be home billed for any Madison deductions you would otherwise be responsible for.

Signature

Date

PLEASE NOTE: It is the employee's responsibility to notify Human Resources in writing of any change to the above information.

For **professional employees**, beginning on the ninety-first calendar day after all accumulated sick leave has been exhausted; Madison National Life may compensate the employee at 60% of his/her regular rate of pay. This elimination period may be less depending on your choice to buy or not buy a shorter elimination period (14, 30 or 60). The determination of this benefit is made by application to Madison National Life. Employees are responsible for completing the employee application and retaining the medical documentation to submit directly to Madison. Pennridge will complete the employer portion and submit it directly to Madison National Life.

For **classified employees (PESPA)**, beginning on the ninety-first calendar day after all accumulated sick leave has been exhausted; Madison National Life may compensate the employee at 60% of his/her regular rate of pay. This elimination period may be less depending on your choice to buy or not buy a shorter elimination period (14, 30 or 60). The determination of this benefit is made by application to Madison National Life. Employees are responsible for completing the employee application and retaining the medical documentation to submit directly to Madison. Pennridge will complete the employer portion and submit it directly to Madison National Life.

For **administrators (Act 93) and transportation**, Madison National Life may compensate the employee at a percentage of his/her regular rate of pay. This benefit is an optional benefit to these groups and is based on your choice to buy or not buy a shorter elimination period. If you participate in the short/long term disability option, the determination of this benefit is made by application to Madison National Life. Employees are responsible for completing the employee application and retaining the medical documentation to submit directly to Madison. Pennridge will complete the employer portion and submit it directly to Madison National Life.