

Salt Lake County Human Resources Policy 4-1000: Long Term Disability Program

Purpose

This policy outlines the procedures for employees and Administrators to follow when an employee applies for long-term disability (LTD).

I. General Policy

Salt Lake County ~~offers long-term disability (LTD) through a third-party insurer and eligibility for benefits is determined by the LTD insurer~~ subscribes to the LTD-related retirement benefits are governed by the Utah's state "Public Employees' Long-Term Disability Act" and eligibility is determined by Utah Retirement Systems (URS). ~~provides employees with up to one year of leave without pay when applying for long-term disability (LTD).~~

II. Procedures

~~A. Human Resources shall notify the agency that an employee has applied for LTD.~~

~~B. Once an employee applies for LTD, the agency may recruit to fill the position.~~

~~C. A. An employee who applies for LTD and are determined eligible for the Long-Term Disability Program (LTD) shall use leave consistent with County policy. There is not a separate LTD-related leave benefit. will be granted up to one year of medical leave without pay. The one-year period will be calculated from the last day worked (the date that initiated the three-month LTD elimination period) by the employee.~~

~~D. If an employee receives approval of their application, the employee shall be subject to an Administrative Separation of employment but remain eligible for re-hire.~~

~~E. If an employee receives denial of their application, the employee shall return to work within 14 calendar days of the denial or shall be subject to an Administrative Separation of employment but remain eligible for rehire.~~

~~A. —~~

~~B. Upon receipt of notification from the LTD Program, the Benefits Manager will notify the employee's Administrator that the employee has applied for LTD.~~

~~1. The Administrator is responsible for providing the employee with written notification that he/she will be placed in leave without pay status for one year from the last day worked and will be terminated at the end of the one-year period if he/she cannot return to work.~~

~~2. One month prior to the scheduled termination date, the Administrator will provide the employee with written notification of the pending termination date and instructions for applying for a reasonable accommodation if they are able to return to work.~~

~~3. After the employee is placed on leave without pay status, the agency may recruit to fill the position.~~

~~C. The employee's accrued sick leave will be used during the period of leave until LTD benefits begin. If the LTD application is still pending after exhausting sick leave, at the employee's discretion, accrued vacation may be used until LTD benefits begin. If the LTD application is still pending after exhausting paid leave, the employee will be on leave without pay.~~

~~1. If the employee is unable to return to work within one year, unused vacation will be paid upon termination.~~

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~~D. An employee on leave without pay will not accrue sick leave and vacation leave.~~

~~E. An employee on leave without pay of 30 consecutive days may continue existing County medical insurance coverage by paying the employee's portion of the total premium.~~

~~F. The LTD benefits for an employee who is determined to be eligible for the program will be handled in accordance with the~~ **Error! Hyperlink reference not valid.** ~~of the Utah State~~ **Error!**

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~~G. An employee who returns to normal duties within one year of the last day worked will return to the former position or a position with a comparable salary. If there is no vacant allocation, normal reduction in force procedures may be followed.~~

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~~H. If a disability prohibits the employee from performing the essential functions of the job formerly held, [Error! Hyperlink reference not valid.](#) will be followed.~~

~~I. If the position the employee formerly encumbered was abolished during the period of leave due to a reduction in force, the employee will be considered as having encumbered the position at the time the position was abolished.~~

III. References

- A. The American's with Disabilities Act, 42 U.S.C. § 12101 *et seq.*
- B. Family and Medical Leave Act, 29 U.S.C. § 2601 *et seq.*
- C. Public Employees Long-Term Disability Act, Utah Code Ann. § 49-21-101 *et seq.*
- D. Human Resources Policy:
 - ~~1.~~ 1. 1-200, General Definitions
 - ~~1.~~ 2. 3-200, Reasonable Accommodations
 - ~~2-3.~~ 3. [3-1200, Administrative Separations](#)
 - ~~3-4.~~ 4. 4-200, Leave Practices
 - ~~4-5.~~ 5. 4-300, Insurance and Retirement Programs
 - ~~5-6.~~ 6. 4-400, Workers' Compensation
 - ~~7.~~ 7. 4-600, Family and Medical Leave Act

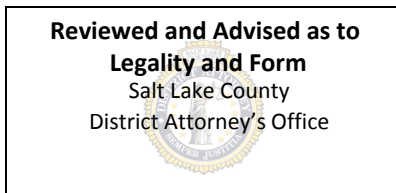
APPROVED and ADOPTED this ____ day of _____, 2022.

SALT LAKE COUNTY COUNCIL

By _____
Laurie Stringham, Chair

ATTEST:

Sherrie Swensen, County Clerk



Voting:

Council Member Alvord	_____
Council Member Bradley	_____
Council Member Bradshaw	_____
Council Member DeBry	_____
Council Member Granato	_____
Council Member Theodore	_____
Council Member Snelgrove	_____
Council Member Stringham	_____
Council Member Winder Newton	_____