



**4510.02: LONG TERM DISABILITY - GROUP INCOME PROTECTION PLAN**

## **I. Procedure**

**Employees who qualify and are eligible for long term disability under the District's Group Income Protection Plan (hereinafter “the Plan”) shall be considered to be separated from employment under the Plan upon initial receipt of benefits under the Plan. In order to receive benefits under the Plan, the following procedures shall be followed:**

**A. The employee or his/her designee shall submit a written application for Long Term Disability benefits on the form approved by the Plan’s insurance provider. The Plan’s insurance provider shall review the request and the insurance provider shall determine if the employee is eligible for benefits under the terms of the Plan. The employee’s written application must establish and certify that the employee is unable to do the essential functions of the employee’s job with or without reasonable accommodations.**

**B. Upon approval of benefits under the Plan by the Plan’s insurance provider, the employee shall submit a written resignation to the Superintendent or his/her designee as a condition of receiving benefits. The employee’s written resignation must establish and certify that the employee is unable to do the essential functions of the employee’s job with or without reasonable accommodations.**

**C. In the event the former employee is able to return to his/her job with or without reasonable accommodation within one (1) year of initial receipt of long-term disability benefits under the Plan, the former employee shall be entitled to preferred re-employment by the District. To be eligible for preferred re-employment under this provision, written notice must be provided by the employee to Human Resources within one (1) year of the date benefits were first received under the Plan.**

**1. If a former employee returns to employment within one (1) year of initial receipt of Plan benefits, the District will use reasonable efforts to re-employ the employee in an available position comparable to the position held prior to the employee’s resignation for which the employee is qualified by virtue of certification and licensure.**

**2. In the event long-term disability benefits exceed one (1) year, the former employee will not be entitled to preferred re-employment with the District, but the former employee may apply for future employment with the District as an applicant without any preferred right of employment.**

**D. In the event an employee applies for benefits under the Plan, but benefits are denied by the Plan’s insurance provider, the employee may request leave under Board Rule 4510.5 (Extended Leave Without Pay) and/or Board Rule 4510.6 (Family and Medical Leave Act) as applicable.**

## **II. Salary and Benefits**

If an employee is awarded long-term disability benefits under the Plan, during the period of separation no salary or benefits shall be paid nor will the employee be advanced on any salary schedule. Any insurance coverage provided to the former employee by the District immediately prior to the separation associated with long-term disability benefits may be continued during the period of disability at the former employee's expense in accordance with the provisions of COBRA and the insurance plan(s). This Rule shall apply to all persons who are or have been receiving benefits under the Plan.

#### **Date of Adoption**

**October 3, 1988**

#### **Date of Revision**

**September 7, 1993**

**March 17, 2003**

**February 21, 2010**

**June 3, 2013**

**November 6, 2017**

**November 21, 2022**

#### **Related Policies and Rules**

**[4510: Leaves of Absence](#)**

**[4510.05: Leave of Absence Without Pay](#)**

**[4510.06: Leaves of Absence - Family Medical Leave Act \(FMLA\)](#)**