

## **SECTION ONE: BENEFITS AND AMENITIES**

**POLICY NO: 1.6**

**SUBJECT: TEMPORARY DISABILITY LEAVE**

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### **I. PURPOSE**

To provide financial assistance during periods of personal illness or injury which is not job-related.

### **RESPONSIBILITY/REQUIREMENTS**

- A. In compliance with New Jersey State Law, all members of the house staff are covered by New Jersey Temporary Disability Insurance (TDI). The weekly benefit is equal to 2/3 of the house officer's base weekly salary up to a maximum, which is determined by the state each calendar year.
- B. Benefits are payable on the eighth (8<sup>th</sup>) day of illness. The first seven (7) days are considered the "waiting period". However, if the disability lasts longer than 21 days, the house officer will be eligible for payment for the seven-day "waiting period".
- C. New Jersey State Law prohibits employees from receiving benefits greater than their weekly base wage. If a member of the house staff receives TDI benefits and sick leave benefits for the same period of time, he/she has been overpaid and must "pay back" the TDI benefits to the hospital. The State Disability Insurance Service investigates each individual who uses TDI at the end of each calendar year. If an overpayment exists that has not been paid back before the end of the calendar year, the Disability Insurance Service will take the steps necessary to recover the overpayment.
- D. Process for Requesting Temporary Disability Insurance
  - 1. A house officer who becomes disabled is responsible for notifying both the Department of Human Resources and his/her Program Director as soon as possible.
  - 2. The house officer must obtain and complete a claim form which must be submitted to the New Jersey Disability Insurance Service no later than 30 days after the first day of illness. Claim forms are available through the Department of Human Resources.
  - 3. The house officer must complete Part A of the claim form. His/her attending physician must complete Part B, the Medical Certificate, and forward the claim form to the Department of Human Resources for completion of the employer's information.
  - 4. The Department of Human Resources will forward the completed claim form to the New Jersey Disability Insurance Service for processing.

- E. It is up to the Program Director to determine if any portion of a temporary disability leave must be made up, either in accordance with the requirements of that discipline or at the Program Director's discretion. Should the house officer be required to make up all or part of a leave, he/she will continue to be paid by the program at the salary level commensurate with the appointment and job description.

*Approved: 4/2004*

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