



EMPLOYER SERVICES FACT SHEET

Disability Tips

Application Process

Encourage the member to apply before his or her sick leave is exhausted. The processing time for a typical application is three to five months.

Leave of Absence (LOA)

Once approved, a member is considered to be on a three-to-five-year leave of absence (LOA).

- If SERS terminates a disability benefit before the member's leave of absence has expired, the employer is required to return the member to his or her previous position, or a similar one, and salary. The requirement applies even if the member resigned from employment after being approved for a disability benefit. The only exception is if the member was dismissed, or resigned, for dishonesty, misfeasance, malfeasance, or conviction of a felony.
- If approved, all disability recipients have at least a three-year LOA.

Remaining Sick Leave

If the member is approved and has sick leave remaining, the school determines whether the member can continue using sick leave. Members are generally encouraged to use the sick leave because they will receive full pay and continuation of their health care benefits.

Wage Certification

Enter any unreported earnings/deposits in the "Pay Period Certification Details" section.

Compare what you have reported with what you are entering, especially when there are less than 120 days.

Make any needed account adjustments prior to sending the certification. There also is a "Notes" section at the bottom of the certification where you can enter any additional relevant information.