

# SHORT-TERM DISABILITY REPORTING FORM

**SECTION A: To be completed by the supervisor upon the employee's sixth lost workday, or earlier in cases where it is known that the absence will exceed 5 consecutive work days.**

<b>Home Phone:</b>	
<b>Department:</b>	<b>Job Title:</b>
<b>Scheduled # of Workdays Per Week:</b>	<b>Days: S</b>
Attending Physician's Name (if known):	
Attending Physician's Address (if known):	
Brief description of Illness or Non-Work Related Injury:	
Supervisor's Signature:	Date:
Supervisor's Campus Extension:	

## SECTION B To be completed by the supervisor upon the employee's return to work

Name of Employee:	Date Returned to Work:
Supervisor's Signature:	Date:

## SECTION C For Human Resources use only

Date of Hire:	Account #:
Database Status Change: <input type="checkbox"/> _____ <input type="checkbox"/> _____	

## SKIDMORE COLLEGE DISABILITY FAQ FOR SUPERVISORS

When is an employee eligible for Disability Leave?

An employee is eligible for Disability Leave if they have been employed at least 4 weeks, absent from work for more than 7 calendar days due to illness or a non-work related injury, and is under the care of a physician.

What can a Supervisor ask an employee on Disability Leave?

Due to privacy regulations under HIPAA (Health Insurance and Accountability Act), the following applies when an employee notifies you of an impending absence due to a medical reason:

- S/he does not need permission to be on a disability leave from the College;
- You can ask the employee when it is s/he is scheduled to leave work;
- You can ask the employee when they expect to return;
- You can ask the employee for an outline of work that needs to be done in their absence and any plans s/he has made to complete the work;
- You can ask the employee if they are “feeling better” or “doing well” while they are absent;
- You can let their colleagues know they are “doing well” if that is the case;
- You can ask them for an update on their return to work date based on their recovery;
- You cannot ask the employee any medical questions;
- You cannot share their medical information with anyone else if the employee chose to share medical information with you;
- While we ask the employee to check in with you on a regular basis, you are encouraged to check in with them during their absence if they are not contacting you.

What is the process when an employee is on a Disability -6(y)(w)-12[on doctor's report, medical information/HR

- 3) Human Resources sends the completed form to our insurance carrier;
- 4) The insurance carrier approves or denies the claim based on medical information received;
- 5) The insurance carrier also monitors the doctor's reports and requests updates on what the NY State Insurance regulations designate to be the next step in the procedure – which can change based on recovery of the patient;
- 6) When the employee returns to work, you need to fax a copy of the doctor's reporting form to Human Resources with the employee's return to work report.

By following the above process, this will ensure the employee's eligible pay (Employee Benefit Summary for full pay benefits).

The above privacy laws also apply when you are working with an employee