

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	LONG TERM DISABILITY	03-0908	1 OF 1
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-3.45 Benefits Programs	January 1, 2017		

**Purpose**

The purpose of this procedure is to inform College employees of the benefits available under the Long Term Disability policy.

**Procedure**

- A. All full-time employees are eligible for long term disability insurance coverage on the first day of the month following employment.
- B. The College offers this coverage to full-time active employees as approved by the District Board of Trustees.
- C. This insurance is a wage replacement policy that can begin payment after the elimination period of ninety (90) days.
- D. When an employee has been unable to work due to illness or injury for a period of two (2) months and their physician certifies that they will not be able to return to work within the next month the Benefits Office should be contacted to begin processing the long term disability payment application.
- E. At this time, the employee must also apply for Social Security Disability benefits directly with the Social Security offices. The maximum duration of benefits is based on the normal retirement age, as stated in the 1983 revision of the United States Social Security Act. If applicable, employees should contact the Florida Retirement System for disability benefits.

REFERENCES: F.S. 1001.64, 1001.65, Social Security Administration

Adopted Date: November 2, 1987

Revision Date: June 9, 2015, January 1, 2017