



Short-Term Disability – Classified Staff

What is Short-Term Disability?

If you are unable to work due to illness or injury, CU's Short-Term Disability benefit is available. Classified Staff are automatically enrolled in the benefit and it is paid for by CU.

How does the benefit work?

If an employee needs to take time off due to illness or injury for a short period of time, they should notify their Human Resources department immediately.

For Short-Term Disability payments to begin, Classified Staff must wait 30 days from the date of disability or the exhaustion of sick leave, whichever is later. If they do not have enough sick time accumulated, they must use their vacation time to reach the 30 days. However, being paid while using vacation time will affect disability payments.

How much can I be paid?

Classified Staff are eligible to receive 60 percent of the first \$3,850 their pre-disability earnings, not to exceed \$2,310 weekly.

Filing a Short-Term Disability claim

If you would like to use your Short-Term Disability benefit, please notify Human Resources. From there, you'll be directed to a Benefits Counselor to discuss how Short-Term Disability works. Benefits Counselors can be reached at 303-860-4200, option 3, or email benefits@cu.edu.

Short-Term Disability claim steps:

1. If you are enrolled in Short-Term Disability, the Benefits Counselor will initiate the claim process. Benefits and HR will fill out the Employer's Statement and fax it to Standard Insurance.
2. You and your physician will fill out the Employee/Physician Statement from the Disability Insurance Claim packet and send it to Standard Insurance.
3. Standard Insurance will review and send confirmation of the benefit to you and Employee Services' Benefits Office.
4. Payments will be mailed to you.



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