

## FAQs for Exempt Staff – Short Term Income Replacement

### **What is short-term income replacement (STIR)?**

STIR provides 100% of your regular pay for up to 26 weeks (180 days) per personal illness or injury in a rolling 12-month period after a 7 day calendar waiting period and medical certification process. Your pay continues through the waiting period. CareWorks administers the University's Short Term Income Replacement program.

### **Are Exempt Staff required to report absences of more than 1 week to CareWorks?**

Yes. Federal regulations under Family Medical Leave Act (FMLA) have required the University to offer job protected leave for absences of 3 or more consecutive days since 1993. Short Term Income Replacement will be determined simultaneously should the absence become longer than 7 consecutive days. CareWorks provides the service of administration and certification of medical leaves under FMLA, STIR and LTD (the University does not have clinical resources for this medical review). FMLA and STIR are university policies/programs (like all other Univ. policies/programs) and it is the supervisory function of Managers/Supervisors to enforce Univ. policies at the department level.

### **How do I apply for a STIR leave?**

You would contact CareWorks at (888) 436-9530 CareWorks will administer the University's STIR program in coordination with the FMLA program.

### **What if my illness is not more than the one week calendar waiting period?**

You would work with your supervisor regarding those days off. Absences of 3 days or longer may require a physician's note and may be coordinated with the Family Medical Leave Act (FMLA) also administered through CareWorks.

### **How am I paid during the one week calendar waiting period for STIR?**

Your pay will continue through the University's payroll system during the certification process. Once you have provided medical certification to CareWorks and your leave is approved, your regular salary continues through the University's payroll system.

### **How will I receive payment for the Short Term Income Replacement program?**

Once you have provided medical certification and your leave is approved, you will receive your regular salary through the University's payroll system. Your pay will continue during the medical certification process.

### **How long will the short term income replacement pay last?**

STIR pay will continue for the duration of the illness as defined by the health care provider up to a maximum of 180 days or 26 weeks when Long Term Disability becomes effective, if applicable.

### **How do I pay for my medical insurance during a STIR leave?**

Medical and other deductions will continue to be deducted from pay through the University's payroll system.

### **What happens if CareWorks denies my application for STIR?**

There is an appeal process through CareWorks. You would work directly with your supervisor regarding verification of your time off and your pay.

### **Is STIR used if someone needs to be out a day or two?**

No, STIR is for a staff member's extended illness of more than 7 calendar days. Days for your own personal illness would be tracked between you and your supervisor (no change to current) using the MyTimeOff system.

### **How do I report medical/dental appointments, one or two days off for my own illness, family illness or personal days?**

The MyTimeOff has been enhanced to provide a way for you to record your time off for vacation, family illness, personal days, days for your own personal illness and parental leave.

### **How many family illness days are available?**

Exempt staff are eligible for 10 family illness days (up to 2 of the 10 may be used for your own personal business) to care for an immediate family member (spouse, child or parent). These days are allowed per calendar year and are reported in MyTimeOff system.

**Are Exempt Staff required to report absences in MyTimeOff?**

Managers and staff should continue to manage absences at the department level. The MyTimeOff tool has been enhanced to provide managers and staff alike a mechanism to assist in managing their time away from the office.

Exempt Staff on continuous FMLA and/or STIR leave should report time through MyTimeOff for reconciliation of the approved FMLA/STIR absence and corresponding paid time.

Exempt Staff on intermittent FMLA who are absent a day due to FMLA qualifying reason should report their time to their supervisor, then CareWorks. They should then report time through MyTimeOff for reconciliation of the approved FMLA absence and corresponding paid time.