



The University of Georgia

# Leave Declaration for Disability Claims

This form should be completed by the employee who will be on disability leave.

Employee name \_\_\_\_\_

Employee ID number 81 \_\_\_\_\_

I have applied for  Short term disability

Long term disability

I wish to take the following actions with regard to the usage of my sick/annual leave while I am on disability leave at UGA. I understand I must choose **one** option which will be in effect for my disability period.

### Choose one option below:

Option #1

- Use my SICK leave for the exclusion period only (14 days STD / 90 days LTD) then start my STD/LTD benefit.
- Use my ANNUAL leave for the exclusion period only (14 days STD / 90 days LTD) then start my STD/LTD benefit.
- Use both my ANNUAL and SICK leave for the exclusion period then start my STD/LTD benefit.

Use \_\_\_\_\_ hrs ANNUAL leave

Use \_\_\_\_\_ hrs SICK leave

Option #2

- Exhaust my SICK leave and then start my STD/LTD benefit.
- Exhaust my ANNUAL leave and then start my STD/LTD benefit.
- Exhaust a combination of my ANNUAL and SICK leave and then start my STD/LTD benefit.

Exhaust my ANNUAL leave first

Exhaust my SICK leave first

Option #3

- Be in a leave Without Pay (LWOP) status for the exclusion period and then start my STD/LTD benefit.

Option #4

- I am applying for shared leave and understand that I cannot receive a disability benefit until all my annual leave, sick leave, and shared leave hours are exhausted.

I understand if I am receiving any UGA pay (including paid leave), it will coordinate with my disability benefit not to exceed 60% of my pay. Exception: employee is entitled to a minimum disability benefit, if eligible.

Employee signature \_\_\_\_\_ Date signed \_\_\_\_\_

Once completed, the employee should submit this form to his/her departmental business manager or HR representative. A copy should be forwarded to Human Resources, 215 S. Jackson St., Athens, GA 30602, or faxed to 706-542-7321.

Questions?

Employee Benefits

*benefits@uga.edu* or 706-542-2222