

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: TEMPORARY DISABILITY
INSURANCE

Date Adopted: May 15, 1978

File 3.30
Number

POLICY OBJECTIVE

To provide a description and claim procedure in conjunction with the employee temporary disability benefits.

ASSIGNED RESPONSIBILITY

Director of Finance, Personnel Officer

APPLICABILITY

Applicable to all City employees of full-time status excluding Firefighters, Fire Engineers, Fire Captain, Fire Prevention Inspectors, Assistant Fire Alarm Technicians, Fire Alarm Technicians, part-time, seasonal, and hourly employees, whose temporary disability resulting from non-occupational injury or illness prohibits their return to work. Said employees are eligible for the program following a seven day waiting period or the expiration of all sick leave benefits, whichever occurs last. To be eligible for the program, the City's physician must determine that an employee is incapable of performing his assigned duties or other related duties as determined by the City.

PROCEDURES

1. The employee shall inform his direct supervisor as to all necessary information.
2. The department shall request a change of status to Leave of Absence Without Pay/Temporary Disability from the Personnel Office.
3. The Personnel Office shall initiate the appropriate Personnel Action Form.
4. The Finance Department shall complete Section II. Policyholder's Statement, for the employee. The Finance Department may assist the employee in completing Section I.
5. The employee shall have his physician complete the medical section on the back of the claim form. After the form is completed, it shall be sent to the San Francisco Office by the Attending Physician.
6. The Finance Department shall be responsible for all authorized disbursements of Disability Insurance payments.

The employee shall remain on temporary disability until such time that the Attending Physician, or under extenuating cases, the City Physician determines that the

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employee is fit to return to his regularly assigned duties or other duties as determined by the City.

The temporary disability payments are to be made for a period not to exceed twenty-six (26) weeks for any single disability. Successive periods of disability due to the same or related causes separated by less than ten (10) as one period of disability. The maximum benefit which an employee may receive shall be 50 per cent of the present salary, not to exceed \$600 per month.