

Salt Lake County Human Resources Policy 4-1000: Long Term Disability Program

Purpose

This policy outlines the procedures for employees and Administrators to follow when an employee applies for long-term disability (LTD).

I. General Policy

Salt Lake County subscribes to the Utah state “Public Employees’ Long-Term Disability Act” and provides employees with up to one year of leave without pay when applying for long term disability (LTD).

II. Procedures

- A. Employees who apply for and are determined eligible for the Long-Term Disability Program (LTD) will be granted up to one year of medical leave without pay. The one-year period will be calculated from the last day worked (the date that initiated the three-month LTD elimination period) by the employee.
- B. Upon receipt of notification from the LTD Program, the Benefits Manager will notify the employee’s Administrator that the employee has applied for LTD.
 1. The Administrator is responsible for providing the employee with written notification that he/she will be placed in leave without pay status for one-year from the last day worked and will be terminated at the end of the one-year period if he/she cannot return to work.
 2. One month prior to the scheduled termination date, the Administrator will provide the employee with written notification of the pending termination date and instructions for applying for a reasonable accommodation if they are able to return to work.
 3. After the employee is placed on leave without pay status, the agency may recruit to fill the position.
- C. The employee’s accrued sick leave will be used during the period of leave until LTD benefits begin. If the LTD application is still pending after exhausting sick leave, at the employee’s discretion, accrued vacation may be used until LTD benefits begin. If the LTD application is still pending after exhausting paid leave, the employee will be on leave without pay.
 1. If the employee is unable to return to work within one year, unused vacation will be paid upon termination.
- D. An employee on leave without pay will not accrue sick leave and vacation leave.
- E. An employee on leave without pay of 30 consecutive days may continue existing County medical insurance coverage by paying the employee’s portion of the total premium.
- F. The LTD benefits for an employee who is determined to be eligible for the program will be handled in accordance with the [rules and regulations](#) of the Utah State [Long-Term Disability Program](#).
- G. An employee who returns to normal duties within one year of the last day worked will return to the former position or a position with a comparable salary. If there is no vacant allocation, normal reduction-in-force procedures may be followed.

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- H. If a disability prohibits the employee from performing the essential functions of the job formerly held, [HR Policy 3-200 Reasonable Accommodations](#) will be followed.
- I. If the position the employee formerly encumbered was abolished during the period of leave due to a reduction-in-force, the employee will be considered as having encumbered the position at the time the position was abolished.

III. References

- A. Public Employees Long-Term Disability Act 1953, Utah Code 49.21.101 et. seq. as amended
- B. Human Resources Policy:
 - 1. 1-200, General Definitions
 - 2. 3-200, Reasonable Accommodations
 - 3. 4-200, Leave Practices
 - 4. 4-400, Workers' Compensation
 - 5. 4-300, Insurance and Retirement Programs