

COVID- 19 Questions Regarding Medical Leave (Disability)

Q. How does disability work if an employee becomes ill?

A. If an employee is out more than 5 working days the employee is required to file a NYS Disability claim with Guardian and will need to provide a return to work slip to Human Resources.

Q. Who pays the employee?

A. The first 5 working days is a waiting period and the employee must use accrued time (sick leave, vacation or personal). After the five days, NYS Disability begins and the employee's classification will determine who pays the employee.

- *Support Staff and Public Safety:
 - Guardian will pay the employee the NYS Disability amount (NYS Disability is 50% of an employee's average weekly wage but no more than the maximum benefit allowed which is \$34.00 per day/\$170.00 per week).
 - The college will pay the employee a supplemental amount of \$15.00 per day/\$75.00 per week.
 - Employees may use sick leave or vacation hours to supplement the weekly amount to stay at full pay.
- Administrators & Hourly Professionals:
 - Employees are required to use sick leave and will receive their pay from the college.
 - Guardian reimburses the college for the NYS Disability amount.
 - If sick leave is exhausted, Guardian will pay the employee the NYS Disability amount.

Q. How does an employee file for NYS Disability?

A. An employee may file a claim by contacting [Guardian](#) at 1-888-262-5670 and provide information to an intake specialist or file online at www.guardiananytime.com . To file [online](#) elect "my account/login" in the upper right hand corner and then click on forms & claims.

Q. How do I complete my timesheet?

A. Administrators and Hourly Professionals should be entering sick leave on timesheets. Support Staff and Public Safety should not enter hours if they are receiving NYS Disability only. If choosing to supplement with sick leave or vacation then those hours should be entered on the timesheet.

Q. Will I accrue vacation time while out on disability?

A. Employees paid only NYS disability wages will not accrue vacation or sick leave. This may cause an employee to begin the new fiscal year in the negative on their vacation time.

Q. What about medical insurance and any other benefits?

A. All benefits will continue as if you are actively at work. The college will collect any missed contributions retroactively upon return.

*Supplemental amount is pro-rated for part-time employees