



SHORT-TERM DISABILITY (STD) CLAIM AND TIME OFF OVERVIEW

SHORT-TERM DISABILITY PLAN HIGHLIGHTS	
Weekly Benefit	60% of weekly earnings up to a maximum benefit of \$850.00 per week, subject to reduction by deductible sources of income or disability earnings, for non-occupational illness and injury.
Elimination Period	7 days or until sick leave has been exhausted.
Sick Leave	You must exhaust all your accrued sick time off before benefits are payable, which also includes any Sick Leave Pool hours, or Sick Leave Donations you may have received.
Maximum Period Payable	22 weeks or 4 weeks for pre-existing conditions.

[Filing Your Short-Term Disability Claim \(English\)](#)

Call the BlueCross BlueShield (BCBS) of Texas claims service center at 866-628-2606 to file your claim. To determine your eligibility, BCBS may request more information from you and/or your doctor. To expedite communication with your doctor, submit the [Authorization to Exchange Medical Information for Claim Administration](#) to BCBS.

BCBS may request that HR Leave Management complete a *Sick Leave and Salary Confirmation Statement* to verify your salary and Sick Time Off, Sick Leave Pool, and/or Sick Leave Donation balances. **Please ensure your Workday timesheets are up to date to avoid a delay.**

Time Off Options

Your available Sick Time Off, Sick Leave Pool, and/or Sick Leave Donations must be exhausted before your STD benefits begin.

During the period you are approved for STD benefits only, you have the following options for timesheets:

- Use Unpaid Time Off*
- Supplement your STD benefits by using 100% or 40% paid time off, such as Compensatory Time Off, Holiday Compensatory Time Off, Overtime, Wellness Time Off, Exemplary Service Time Off, Vacation Time Off, and/or Floating Holiday Time Off.

Please notify your department timekeeper of your choice within 5 days of your STD claim approval. BCBS will mail you an approval letter that includes your STD approval period. If you do not return to work when your STD benefits end, you must use any remaining available paid time off before using Unpaid Time Off.

*Unpaid Time Off may affect holiday pay. If you are unpaid on the workday before and the workday after a holiday, you will not receive holiday pay. If a holiday is at the beginning of the month, you must be paid on the first workday to receive holiday pay. If a holiday is at the end of the month, you be paid on the last workday to receive holiday pay.

Childbirth

With childbirth, STD benefits will begin after you have used all available Sick Time Off, Sick Leave Pool, and/or Sick Leave Donations and will end when your Period of Incapacity ends. The Period of Incapacity is generally 6 weeks for vaginal delivery and 8 weeks for cesarean delivery. Sick Time Off and Sick Leave Donations may only be used during the Period of Incapacity.

Sick and Vacation Accruals during Leave

If you do not work during a calendar month and are in a paid status for all or part of the month, you may not use your accruals for that month until you return to work. If you are unpaid for an entire calendar month, you are not entitled to accruals for that month.

Family and Medical Leave Act (FMLA) or Parental Leave (PL)

If you are on FMLA or PL while receiving STD benefits, you must record “b. FML - Concurrent with other Time Off” or “b. Parental - Concurrent with other Time Off” on your timesheets along with your paid or Unpaid Time Off. The hours of FMLA or PL should match the hours of paid or Unpaid Time Off for each day.

Additional Resources

The resources below are available on the BCBS ancillary website at [bcbstx.com/ancillary-ut](https://www.bcbstx.com/ancillary-ut):

- [Filing Your Short-Term Disability Claim](#) (English)
- [Authorization to Exchange Medical Information for Claim Administration](#) (English)
- [Short-Term Disability Benefit Brochure](#) (English)
- [Short-Term Disability Certificate](#) (English)
- [Circle of Care – Integrated Medical/Disability Program](#) (English)
 - If you are enrolled in STD, Circle of Care streamlines the disability claims process with the support of a health advocate/UT SELECT Concierge and shared medical information.
 - If you would like to speak with a clinical case manager, please call **1-800-882-2034**. They are available Monday– Friday, from 7 a.m. to 7 p.m. (CT). The clinical case manager is a registered nurse who will be happy to answer your questions.
- [Integrated Medical/Disability Claim Management](#) (English)
- [Integrated Medical/Disability Highlights](#) (English/Spanish)