

## **SOUTHEAST SHORT TERM DISABILITY AND PERMANENT MEDICAL RESTRICTIONS PROCESS**

When an employee returns to work from a disability claim and requests a job accommodation within 30 days, the request is managed under the disability claim. However, if the request is made for job accommodation after the 30 days the request is managed under the Job Accommodation Process (JAC) unless the employee elects to file for disability.

**Note:** A relapse under the AT&T Southeast Disability Benefits Program is 13 weeks or less, which means the employee would roll back under their most recent claim when electing to file for disability within 13 weeks of returning from an approved disability.

**Scenario A:** Technician A is on approved Short Term Disability (STD) has an approved Permanent Medical Restriction (PMR) and the department can accommodate for **30 days or less**.

1. Department advises IDSC they can accommodate.
2. Once the department can no longer accommodate the employee the supervisor notifies IDSC & employee that they can no longer accommodate the PMR.
3. The employee will go back under their most recent STD case as a relapse and any request for Job Accommodation is handled under the disability claim.

**NOTE:** The employee may be required to re-submit medical to support the PMR depending on the length of time he/she was accommodated and to re-submit medical to support their claim for short term disability benefits.

**Scenario B:** Technician B has been approved for STD and PMR. The department can accommodate for **31 to 90 days (less than 13 weeks)**.

1. Department advises IDSC they can accommodate.
2. Once the department can no longer accommodate the employee the supervisor notifies IDSC & employee that they can no longer accommodate the PMR.
3. The employee has a choice to either go back under their most recent disability case as a relapse **(OR)** he/she may be processed under the JAC process. It is the **employee's choice** – not the departments.

**NOTE:** The employee may be required to re-submit medical to support the PMR depending on the length of time he/she was accommodated and to re-submit medical to support their claim for short term disability benefits.

**Scenario C:** Technician C has been approved for STD and PMR. The department can accommodate for **91 (+) days**.

1. Department advises IDSC they can accommodate.
2. Once the department can no longer accommodate the employee the supervisor notifies IDSC & employee that they can no longer accommodate the PMR.
3. The **employee may elect** to file for a new STD case and if medical supports he/she may be eligible for an additional 52 weeks of benefits. **OR**
4. The employee may elect to be processed under the JAC process.

**NOTE:** The employee may be required to re-submit medical to support the PMR depending on the length of time he/she was accommodated.

**Scenario D:** Technician D has been approved for PMR and case is NOT related to an approved benefits case.

1. Department determines they CAN or CANNOT accommodate the permanent restriction(s).
2. Advise the IDSC of ability to accommodate or not.
3. The department CAN accommodate the PMR so department advises both IDSC and the employee.
  - a. The employee will perform job duties/responsibilities as instructed by department.
4. The department CANNOT accommodate the PMR so department advises both IDSC and the employee.
  - a. Supervisor will provide the IDSC with name of Director and ERM.
  - b. IDSC will notify ERM that the department CANNOT accommodate PMR
  - c. ERM will send department PMR Memorandum and IDSC notification instructing supervisor to solicit employee for their suggestions for accommodation.
  - d. When completed ERM will notify Staffing to schedule PMR meeting with employee, CWA, etc.

**REMEMBER:** Once the department can no longer accommodate the employee it is the employee's choice to elect to file for STD or to be processed under the JAC process. The department cannot dictate what option they MUST choose.

**Scenario E:** Technician E has been approved for PMR and case is related to an approved benefits case and department cannot reasonably accommodate technician.

1. Department determines they CANNOT accommodate the permanent restriction(s).
2. The department CANNOT accommodate the PMR so department advises both IDSC and the employee.
  - a. Supervisor will provide the IDSC with name and email of Director and ERM.
  - b. IDSC will notify ERM that the department CANNOT accommodate PMR
  - c. The employee will remain out on STD until end of benefits (up to 52 weeks) and can elect either Long Term Disability (LTD) or PMR at the end of their benefits entitlement.
    - i. If LTD is elected then ePCR is processed and employee is removed off payroll based on IDSC directions.
    - ii. If PMR is elected then the employee is returned back to work. Once active in systems then they are entitled to contractual earned time for current year, per working agreement. Once active in systems then Staffing will proceed to process PMR within 45-days. During this time the department will have to Use, Loan, or Pay the technician.