

Salary Continuation Policy

Responsible Office: Human Resources --- Payroll and Employee Benefits (PEB)

I. POLICY STATEMENT

To provide assistance and support to its workforce, Auburn University provides short-term disability coverage to eligible employees through its Salary Continuation Plan (SCP).

II. ELIGIBILITY

To be eligible for salary continuation, an employee must:

- a. Be a full-time, non-student employee whose most recent appointment period is continuous for a minimum of one year (nine or twelve months as appropriate to the appointment). The eligibility date begins on the date an employee has completed one (1) full calendar year of service since the date of most recent employment.
- b. Be a nine-month faculty member without a summer appointment may not receive salary continuation pay during the summer academic term, but may use it upon return in the fall term, as long as the faculty member has a renewed contract for the fall term.
- c. Have a total disability, which is any period during which a person is unable to perform the duties of his/her occupation.
- d. Not be on leave without pay as they are considered inactive and are not eligible for disability benefits.

If an employee is not actively at work on the date they would have otherwise become eligible for the SCP benefit, they will become eligible for the SCP benefit on the day they return to active work.

III. POLICY PRINCIPLES

1. SCP provides eligible employees with salary continuation for up to six months (or 180 days) during their initial short-term period of disability. Employees must first exhaust all accrued sick leave before they are eligible to receive salary continuation. Upon exhaustion of accrued sick leave and the submission and approval of an SCP application, eligible employees may then receive a monthly benefit of up to 60% of their regular pre-disability basic salary (not to exceed \$7,000 a month) for the remainder of their short-term (up to 180-day) period of disability.
2. For a disability lasting less than thirty consecutive calendar days, the first five working days after sick leave has been exhausted will be treated as leave without pay. If the disability lasts for thirty or more consecutive calendar days, the five-day leave without pay period will be waived.

3. Eligible employees may use up to a maximum of six months of salary continuation during a rolling twelve-month period. Salary continuation cannot be used intermittently and must be taken continuously. Salary continuation will cease at the time the short-term period of disability ends or the employee returns to work, whichever is sooner.
4. Sick and annual leave will not accrue while an employee is receiving salary continuation. If an employee is on active SCP pay when paid Holidays occur, (including the Christmas Break), the employee will receive eligible SCP pay only.
5. Auburn University Human Resources reserves the right to request, and will reimburse the cost of, a second and/or third-party medical review/opinion, during the SCP application process and before an approval or denial is made. Continued receipt of salary continuation may also be subject to a second and/or third-party medical review/opinion. Auburn University may require re-certification and/or periodic updates, at its discretion, during an approved SCP claim.
6. Family Medical Leave Act (FMLA) and SCP leave run concurrently.
7. If an employee is determined to be permanently and totally disabled and is unable to return to work after 180 days, then the employee may apply for long-term disability.
8. The 180-day SCP coverage period may satisfy the elimination period for the Auburn University Long Term Disability Plan.
9. Subject to the terms and conditions set forth in this policy, salary continuation may be used for post-partum maternity leave for up to six (6) weeks for a vaginal delivery and up to eight (8) weeks for a Cesarean section delivery.
10. Upon an employee's approval for long-term disability, the employee will be terminated from Auburn University.
11. Benefits will not be paid for disability due to acts of war (declared or undeclared) or attempted suicide; or disability caused by service in the armed forces of any nation, or by participation in the committing of any illegal or criminal activity.

IV. EFFECTIVE DATE

Original policy - 1989

V. APPLICABILITY

This policy applies to all university employees, except as indicated in the Exclusions below.

VI. POLICY MANAGEMENT

Responsible Office: Human Resources

Responsible Executive: Associate Vice President, Human Resources

Responsible Officer: Executive Director, Payroll and Benefits

VII. DEFINITIONS

Active Work or Actively at Work - performing with reasonable continuity the regular duties of your occupation for a full normal workday.

Rolling 12-month period - is the twelve-month period preceding the beginning date of the SCP application.

Elimination Period: The period of time an employee must be disabled before benefits are paid if long-term disability is approved.

VIII. POLICY PROCEDURES

- 1) Employees and/or their department must contact HR Benefits with notification of the event, prior to the event (when possible). SCP pay will only be paid upon approval and meeting the terms and conditions of the SCP.
- 2) The employee is responsible for requesting and completing the necessary documentation to initiate and support the SCP Application.

IX. SANCTIONS

Violations of this policy could result in disciplinary action up to and including termination.

X. EXCLUSIONS

- 1) Student employees
- 2) Full-time Post-Doctoral employees hired or rehired after October 1, 2019
- 3) Part-time employees
- 4) TES employees

XI. INTERPRETATION

Associate Vice President, Human Resources
Executive Director, Payroll and Benefits

XII. HISTORY

Implemented policy - January 1, 1989
Updates 1993, 1994, 1989, 2010, 2019
Consolidated policy document - July 1, 2020
Amended policy – effective on July 1, 2021