



## Loyola University Chicago Short Term Disability Benefits Application Instructions

By following these few steps you will make it possible for Loyola University Chicago Human Resources to process your request for the payment of Short Term Disability (STD) benefits promptly and accurately.

1. Please report your absence from work as soon as possible -
  - Faculty and University Administrators should notify their Dean and Human Resources
  - Staff should notify their Supervisor and Human Resources
2. STD benefits are available for serious medical conditions of more than 3 working days. Within 24 hours of being notified of an absence exceeding 3 working days, Human Resources will send you an *Application for STD Benefits*. However, if you are eligible under the Family and Medical Leave Act (FMLA), the information needed to secure your STD benefits may be obtained from your FMLA *Healthcare Provider Certification*.

Human Resources can provide your STD form by first class mail, Email or fax, as you request. (If you do not make a specific delivery request, forms will be sent via first class mail.)

It is your responsibility to see that all portions of the form are completed and submitted to Human Resources in a timely manner. If the requested information is not provided within 10 business days of the date the form is sent to you, disability benefits may not be paid.

3. When you receive your STD form from Human Resources -
  - Complete your portion of the form (retain a copy)
  - Give the entire form to your healthcare provider and ask that he or she complete their portion of the form and then send the entire form to Loyola University Chicago Human Resources as directed on the form cover
  - Follow-up with your healthcare provider to make sure that he or she has complied with your request to provide the information on your behalf

If you have any questions about your STD benefits, how to apply for STD benefits or the status of your application for STD benefits, please contact Human Resources at (312) 915-6175.