

# Employment Short Term Disability Pregnancy Policy Template

## 1. Introduction

This policy outlines the short-term disability benefits available to employees during pregnancy and childbirth. Our company is committed to supporting employees through this important life event while ensuring compliance with all applicable laws and regulations.

### 1.1 Purpose

The purpose of this policy is to provide clear guidelines on short-term disability benefits for pregnant employees, ensuring fair and consistent treatment across the organization.

### 1.2 Scope

This policy applies to all full-time and part-time employees who have completed the required waiting period for short-term disability benefits eligibility.

## 2. Eligibility

### 2.1 Employment Status

To be eligible for short-term disability benefits during pregnancy, an employee must:

- Be a regular full-time or part-time employee
- Have completed at least 12 months of continuous service
- Work a minimum of 30 hours per week

## **2.2 Medical Certification**

Employees must provide medical certification from a licensed healthcare provider confirming the pregnancy and expected delivery date to qualify for short-term disability benefits.

## **3. Benefit Details**

### **3.1 Benefit Duration**

Short-term disability benefits for pregnancy typically cover:

- Up to 6 weeks for a normal vaginal delivery
- Up to 8 weeks for a cesarean section delivery

These durations may be extended based on medical necessity, as certified by a healthcare provider.

### **3.2 Benefit Amount**

The short-term disability benefit amount is calculated as follows:

- 66.67% of the employee's regular weekly earnings
- Maximum benefit of \$1,500 per week
- Minimum benefit of \$300 per week

### **3.3 Waiting Period**

A waiting period of 7 calendar days applies before short-term disability benefits begin. Employees may use accrued paid time off during this period.

### **3.4 Benefit Coordination**

Short-term disability benefits will be coordinated with other applicable benefits, including:

- State disability insurance (where applicable)
- Paid family leave benefits

- Any other government-mandated benefits

## **4. Application Process**

### **4.1 Notification**

Employees should notify their supervisor and the Human Resources department of their pregnancy as soon as possible, but no later than 30 days before the expected start of leave.

### **4.2 Required Documentation**

To apply for short-term disability benefits, employees must submit:

- A completed Short-Term Disability Claim Form
- Medical certification from a licensed healthcare provider
- Any additional documentation required by the insurance carrier

### **4.3 Claim Review**

The insurance carrier will review the claim and make a determination within 5 business days of receiving all required documentation.

## **5. Employee Rights and Responsibilities**

### **5.1 Job Protection**

Employees on short-term disability leave for pregnancy are entitled to job protection in accordance with applicable federal and state laws, including the Family and Medical Leave Act (FMLA) where applicable.

### **5.2 Continuation of Benefits**

During the short-term disability leave:

- Health insurance benefits will continue, with the employee responsible for their portion of premiums

- Other benefits may be suspended or continued based on plan rules

## **5.3 Return to Work**

Employees must provide a fitness-for-duty certification from their healthcare provider before returning to work. The company will make reasonable accommodations for employees returning from pregnancy-related disability leave, as required by law.

## **6. Confidentiality**

All medical information related to pregnancy and short-term disability claims will be kept confidential and maintained in separate files from regular personnel records.

## **7. Non-Discrimination**

The company prohibits discrimination based on pregnancy, childbirth, or related medical conditions. Employees who believe they have been subjected to discrimination may file a complaint with Human Resources or through the company's established grievance procedure.

## **8. Policy Review and Updates**

This policy will be reviewed annually and updated as necessary to ensure compliance with changing laws and regulations.

## **9. Additional Resources**

For more information on short-term disability benefits for pregnancy, employees may contact:

- Human Resources Department
- Company's Employee Assistance Program (EAP)
- Insurance carrier's customer service

## 10. Definitions

For the purposes of this policy:

- **Short-Term Disability:** A company-sponsored benefit that provides partial wage replacement for employees who are temporarily unable to work due to a qualifying medical condition, including pregnancy and childbirth.
- **Pregnancy:** The period from conception to birth, including any pregnancy-related medical conditions.
- **Childbirth:** The process of giving birth, including labor and delivery.

## 11. Legal Compliance

This policy complies with all applicable federal and state laws, including but not limited to:

- The Pregnancy Discrimination Act (PDA)
- The Americans with Disabilities Act (ADA)
- The Family and Medical Leave Act (FMLA)
- State-specific pregnancy disability laws

By implementing this comprehensive Short Term Disability Pregnancy Policy, our company demonstrates its commitment to supporting employees during this significant life event while ensuring compliance with legal requirements and promoting a family-friendly workplace culture.