

INDUSTRIAL DISABILITY LEAVE WITH SUPPLEMENTATION BENEFITS INFORMATION AND OPTION SELECTION

STD. 618S (REV. 9/2014) (FRONT)

EMPLOYEE NAME	DATE MAILED TO EMPLOYEE
EFFECTIVE DATE	DATE OF INJURY
CBID	RESPONSE DUE DATE

It has been determined that you have been industrially injured and that you are eligible for an income continuation program. You have a choice of receiving Industrial Disability Leave payments with or without supplementation of your available leave credits. Review this information carefully because the choice is an irrevocable one. The reverse side of this form provides you with detailed information based on your own salary, voluntary deductions and available leave credits.

You must sign the form and return it to your departmental personnel office within 15 days. Failure to respond will result in you being placed on Basic IDL without supplementation.

DESCRIPTION OF BENEFITS		
Question	Industrial Disability Leave (IDL)	Industrial Disability Leave Using Available Leave Credits (IDL/S)
Is there a waiting period before benefits start?	Yes, three days. This is waived if you are hospitalized, disabled as a result of a criminal act of violence, or off more than 14 days.	
How much may I receive?	Amount varies and is limited to 52 weeks, or 2080 work hours (for full-time and prorated for other time bases) of payments within a two-year period beginning on the first day of disability. For the first 22 dates, (176 hours for full-time and prorated for other time bases) of disability, you will receive your regular monthly net pay. Thereafter, you will receive 2/3 gross pay less voluntary deductions for the remaining eligibility period. No leave credits are used.	For the first 22 dates, (176 hours for full-time and prorated for other time bases) of disability, you will receive your regular monthly net pay. Thereafter you may supplement the 2/3 gross pay with accrued leave credits in an amount necessary to approximate normal net pay. Once the level of supplementation is chosen it cannot be increased but may be decreased on a prospective basis at your discretion.
What leave credits may be used?	N/A	Sick leave, CTO-compensating time off, vacation or annual leave, or other leave credits such as personal leave.
Instead of Industrial Disability Leave may I opt to supplement a workers' compensation payment such as temporary disability?	No, this option is no longer available to you as long as you are eligible to receive Industrial Disability Leave. Once IDL is exhausted you may supplement the workers' compensation payment with available leave credits.	
Does the state contribution for my health, dental and other insurance premiums continue?	Yes, state contribution continues.	
Do I continue to earn annual leave, vacation, and sick leave credits?	Yes, you continue to receive full credit.	
Do I continue to make my PERS/STRS contribution and earn full retirement credit?	Yes, you continue to make your full PERS/STRS contribution and you continue to earn full retirement credit.	
Will disability payments from other sources affect my IDL benefits?	Your benefits may be reduced if you receive Social Security disability payments. Any benefit that you pay for yourself will not be affected.	

We recommend that you keep a copy of this notice. You can then refer to it if you need further information or any questions answered. The rules governing employees of the state university system may be slightly different from those described. If you are an employee of that system please check with your personnel department.

INDUSTRIAL DISABILITY LEAVE WITH SUPPLEMENTATION BENEFITS INFORMATION AND OPTION SELECTION

STD. 618S (REV. 9/2014) (REVERSE)

NAME			CBID	SOCIAL SECURITY NO.		All computations based on Salary for: _____ pay period
POSITION NUMBER	SALARY RATE	RETIREMENT RATE	TAX FILING STATUS Federal State	ADDITIONAL TAX		

1. REGULAR MONTHLY SALARY/*INDUSTRIAL DISABILITY LEAVE - FIRST 22 WORKING DAYS (MAXIMUM 176 HOURS)				2. INDUSTRIAL DISABILITY LEAVE - AFTER FIRST 22 WORKING DAYS (BASIC IDL)		
GROSS SALARY				DATE MAILED TO EMPLOYEE		
LESS PERS/STRS				GROSS SALARY		
LESS FEDERAL INCOME TAX				LESS 1/3 ADJUSTMENT		
LESS SOCIAL SECURITY/MEDICARE				GROSS IDL BENEFIT PAYMENT		
LESS STATE INCOME TAX				LESS PERS/STRS RETIREMENT		
LESS STATE DISABILITY INSURANCE (SDI)				2/3 OF NET PAY		
FULL NET PAY						
MISCELLANEOUS DEDUCTIONS				MISCELLANEOUS DEDUCTIONS		
CODE	ORGANIZATION	AMOUNT		CODE	ORGANIZATION	AMOUNT
LESS TOTAL MISCELLANEOUS DEDUCTIONS				LESS TOTAL MISCELLANEOUS DEDUCTIONS		
REGULAR NET PAY/*NET IDL BENEFIT PAY				NET IDL BENEFIT PAY		
TAX DEFERRED COMPENSATION NET						
*ADJUSTED BY: FEDERAL, STATE AND OTHER TAXES						
AVAILABLE LEAVE CREDITS				3. IDL WITH SUPPLEMENTATION (IDL/S)		
SICK LEAVE	C T O	VACATION	ANNUAL	GROSS SUPPLEMENTATION PAY		
				LESS DEFERRED COMPENSATION OR TAX SHELTERED ANNUITIES		
				TAXABLE SUPPLEMENTATION PAY		
				LESS FEDERAL INCOME TAX		
				LESS STATE INCOME TAX		
				LESS SOCIAL SECURITY/MEDICARE		
				NET SUPPLEMENTATION PAY		
				NET IDL BENEFIT PAY (from # 2 above column)		
				TOTAL NET IDL/S BENEFIT PAY		

HOURS OF CREDIT NEEDED FOR SUPPLEMENTATION IN A

☐ 21 ☐ 22 (Check One) DAY PAY PERIOD ARE _____

PLEASE NOTE: ALL CALCULATIONS ARE BASED ON THE PAY PERIOD INDICATED ABOVE. LEAVE CREDITS NEEDED FOR SUPPLEMENTAL PAY WILL VARY DEPENDING ON THE NUMBER OF WORK DATES IN THE PAY PERIOD.

Please indicate your benefit selection in the space below and return this form to your personnel office within 15 calendar days or no later than the date indicated above. Failure to respond in the allowed time will result in you being placed on IDL without supplementation

☐ Industrial Disability Leave (IDL) without supplementation☐ Industrial Disability Leave with supplementation (IDL/S)

If you select IDL/S please indicate the level of supplementation requested. Please be advised that the Personnel Office may be required to change this supplementation level because of changes in your monthly pay status and available leave credits.

☐ Full Supplementation in the amount indicated above.☐ Partial Supplementation in the amount of _____ hours.**SPECIAL IDL CONDITIONS AND RESTRICTIONS**

Deductions for deferred compensation cannot be taken on the basic Industrial disability benefit. Deductions for deferred compensations can only be taken on industrial disability leave with supplementation (IDL/S) and only if there is enough money generated by the supplementation pay to cover the deduction.

Employees must keep their personnel office informed of any industrial disability benefits received from other programs.

EMPLOYEE CERTIFICATION AND SIGNATURE

I have received a copy of the Industrial Disability Leave Benefit Option Comparison (form STD. 618S) and I understand that the election I made above regarding my choices related to IDL and IDL/S are subject to the restrictions outlined in this form.

EMPLOYEE'S SIGNATURE	DATE SIGNED
PERSONNEL SPECIALIST'S SIGNATURE	DATE SIGNED

Contact the Personnel Office if you have questions regarding this form. Please contact the Return to Work Coordinator if you have questions regarding your disability benefits.