
1. **Day-to-Day Absences for Personal Physical/Mental Illness or Injury During the Academic Year**

Faculty members who must be absent from classes or other responsibilities due to a personal physical/mental illness or injury are expected to notify their Department Chair and the Dean for Academic Affairs, and to assist with any necessary arrangements for coverage.

If a faculty member anticipates being absent, or is absent, for three or more consecutive days for personal illness or injury, the faculty member is expected to inform Human Resources. Faculty members are responsible for completing any necessary paperwork to determine eligibility for disability benefits and/or leave under the College's Family and Medical Leave Policy. However, the College may where appropriate designate leave as Family and Medical Leave absent the employee's request for such leave.

2. **Absence for Family Illness/Injury During the Academic Year**

The College provides up to 40 hours (5 days) of paid time per calendar year under the Family Care Absence Policy for faculty members who must be absent from classes or other responsibilities to care for an ill or injured spouse, domestic partner, child or parent. Faculty members are

4. Short-Term Disability (Effective 1/1/14)

Short-term disability (STD) is a program that provides income continuation for faculty members who are absent from work for a personal illness or injury lasting up to a maximum of 180 consecutive days. For further information about STD benefits, please contact Human Resources.

- a. There is no waiting period for a faculty member to receive STD.
- b. A faculty member approved for STD continues to receive his/her regular salary.
- c. The College will continue to pay its share of insurance premiums during STD and the faculty member is responsible for his/her usual contributions toward insurance premiums, provided that the faculty member is still employed by the College. If employment is terminated, applicable benefit continuation provisions apply.
- d. A faculty member must contact Human Resources any time he/she anticipates being absent, or is absent, with an illness or injury lasting more than three consecutive days. The faculty member is responsible for providing all required documentation to the College's insurance carrier. Failure to provide required documentation to the College's insurance carrier may result in denial of STD benefits.

- a. A faculty member approved by the insurance carrier for LTD receives 60% of his/her monthly salary on a tax-advantaged basis (beginning on January 1, 2014).
- b. The College will continue to pay its ~~share of~~ ^{cost of} will

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Faculty members are entitled to family and medical leave under the federal Family and Medical Leave Act or the Maine Family Medical Leave law as described in the College's Family and Medical Leave Policy.