

## How

You must be continuously disabled for 44 days to qualify for STD.

## If

No, in order to meet your elimination period, you must be under the care of a physician and be ill or injured for 44 consecutive days in order to qualify for STD.

- a. You must notify your Program Director AND Program Coordinator of any serious illness or injury.
- b. For unplanned absences that extend beyond three consecutive days, you must contact Human Resources/Regulatory Compliance at 713 798 3310 or [leaveofabsence@bcm.edu](mailto:leaveofabsence@bcm.edu) so that they can determine what type of leave (if applicable) you may qualify for such as Family Medical Leave Act (FMLA) or Medical Leave.
- c. For planned absences like surgeries or recovery from childbirth, you must contact Human Resources/Regulatory Compliance at 713 798 3310 or [leaveofabsence@bcm.edu](mailto:leaveofabsence@bcm.edu) approximately 30 days prior to the first day off work or as soon as practical for emergent situations so that they can determine what type of leave (if applicable) you may qualify for such as Family Medical Leave Act (FMLA) or Medical Leave.

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- e. If your illness or injury is expected to extend beyond more than 44 consecutive days, you need to complete the STD application relating to your disability. If your disability is planned such as elective surgery or pregnancy, you should apply for STD benefits about 2 weeks prior to the date of surgery/delivery. The application form appears on the HR Intranet /Benefits website. Once you have applied for STD coverage you can call UNUM about an existing claim at 800 858 6843.
- f. In order for your disability to be approved, you must be under the continuing care of a treating physician who has certified the nature and duration of your disability.
- g. On average, A

birth of a child, or  
the placement of a child with you for adoption or foster care; or a serious health  
condition that makes you unable to perform the essential

- x Medical leave is a leave of absence designation that is used for those who do not qualify for FMLA or have exhausted the 12 week allotment of FMLA.

#### What

Leave of absence options due to recovery from childbirth, surgery, or extended illness are either classified as FMLA or Medical leave (not eligible for FMLA). FMLA and Medical leave (non FMLA) serve as the leave

