

<p style="text-align: center;"> Division of Human Resources Department of Environment & Natural Resources SOP MANUAL </p>	<p>Section: 9-C Benefits</p>	<p style="text-align: right;">Page 1 of 2</p>
	<p>Subject: Disability – Short & Long Term</p>	
	<p>Reference: <u>T&SE Retirement Handbook, State Personnel Manual, Section 6</u></p>	
	<p>Issued Date: 10/17/01</p>	<p style="text-align: right;">Revision Date: 03/25/2009</p>

PURPOSE: To provide an equitable replacement of income for eligible state employees who become temporarily or permanently disabled from the performance of their duties prior to retirement and to encourage disabled state employees who are able to seek gainful employment after a reasonable period of rehabilitation.

Order of Steps for the Process	Responsible Party	Responsibility/Task
		All disabilities begin with Short-Term Disability (STD).
1	Employee	<ul style="list-style-type: none"> • Complete the following forms if the disability is expected to last longer than 60 days. <ul style="list-style-type: none"> • Disability Income Plan of North Carolina form – 1 (Form 701) Application for Short-Term Disability Benefits. • Disability Income Plan of North Carolina form – 2 (Form N18) Authorization for Release of Medical and Other Information. • Disability Income Plan of North Carolina form – 3 (Form 703) Employee Request for Payment and Certification of Disability by Physician. • Must have five years of contributing service in the State Retirement System. Apply for preliminary long-term disability. <ol style="list-style-type: none"> 1. Disability expected to last 12 months. 2. Complete Retirement System Form 7A (Form 7A) Doctor's Medical Report. Note: If approved for Preliminary Long-Term Disability by the state Retirement System, the monthly Form 703 is ggg necessary. • Submit to Division HRM.
2	Division HRM	<ul style="list-style-type: none"> • Complete the Employer Certification on second page of Disability Income Plan of North Carolina form – 1 (Form 701) Application for Short-Term Disability Benefits. • Obtain employee's current job description. • Submit all forms and a copy of the employee's job description to DENR HR. • Create a Disability file.
3	Division HRM	<ul style="list-style-type: none"> • Evaluate the application request. • Approve or Deny application. • Notify employee in writing STD Letter / STD End Letter of approval or denial. • Send copy of letter to Division HRM. • Retain a copy for file.
4	Employee	<ul style="list-style-type: none"> • Submit Form 703 to Division HR Manager by the 10th of the month. • Submit payment for continued health insurance and optional benefits to Division HRM by the 5th of the month.

Procedure Manual Template Word

EW Minium



Procedure Manual Template Word:

This book delves into Procedure Manual Template Word. Procedure Manual Template Word is a vital topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Procedure Manual Template Word, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Procedure Manual Template Word
 - Chapter 2: Essential Elements of Procedure Manual Template Word
 - Chapter 3: Procedure Manual Template Word in Everyday Life
 - Chapter 4: Procedure Manual Template Word in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Procedure Manual Template Word. This chapter will explore what Procedure Manual Template Word is, why Procedure Manual Template Word is vital, and how to effectively learn about Procedure Manual Template Word.
 3. In chapter 2, the author will delve into the foundational concepts of Procedure Manual Template Word. This chapter will elucidate the essential principles that must be understood to grasp Procedure Manual Template Word in its entirety.
 4. In chapter 3, this book will examine the practical applications of Procedure Manual Template Word in daily life. This chapter will showcase real-world examples of how Procedure Manual Template Word can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Procedure Manual Template Word in specific contexts. This chapter will explore how Procedure Manual Template Word is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Procedure Manual Template Word. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Procedure Manual Template Word.

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