

UFCW & Employers Benefit Trust
SICK LEAVE CLAIM FORM/DISABILITY EXTENSION APPLICATION

INSTRUCTIONS

- 1) **Part A and C** – These sections must be completed by the Employee. (For privacy reasons, the Employee may choose to complete Part C **after** the Employer completes Part B.) **Part A** must be completed prior to the Employer completing their section.
- 2) **Part B** – This section must be completed by your Employer. Your Employer may require that only certain authorized signatures be accepted. Please be sure to obtain the proper Authorized Signature. The Employer should indicate the schedule you would have worked had you not been absent due to your disability.
- 3) **Part D** – This section must be completed by your doctor to be paid for the first day of disability or to be paid beyond the first week of disability. In order to be paid for the first day you must be seen by your doctor during your disability. Please be sure your doctor provides the date of office visit. Telephone advice does not satisfy this requirement. A disability day is defined as any day in which you do not work more than 50% of your scheduled shift. If you work more than 50% of your scheduled shift, this day will not be considered as a disability day and therefore will not be considered as your deductible day when not seen by a physician.
- 4) **Disabled More than Seven Days (Three Days If Disability Caused by Work)** - If you are disabled for more than 7 calendar days (3 days if disability is caused by work) you must file for State Disability Benefits (SDI) or Worker's Compensation Benefits. Attach a copy of your SDI statement of benefits or Worker Compensation Benefit notice to your Sick Leave Claim form. If The Trust Fund receives your claim form without your SDI statement, the Trust Fund will expedite payment for your first week of disability based on estimated SDI benefits. When you receive your SDI or WC benefit notice, mail a copy of the notice to the Trust Fund. If the amount of SDI or WC that you actually received was less than what the Trust Fund estimated, the Trust Fund will reconsider your claim and pay any additional benefits that are due. You will be requested to return any overpayments.

If you fail to file for State Disability Benefits, your Sick Leave benefits will be reduced by the maximum State Disability benefit.

- 5) **Timely Filing Limit** – If you do not file your application by the deadline, you will be disqualified for the Sick Leave Benefit and/or Disability Extension.
 - **Disability Extensions : 60 days** from the date you receive your COBRA/ Loss of Eligibility notification for Disability Extension;
 - **Sick Leave: One year** from the first day of your disability for Sick Leave Claims.

6) Eligibility For Disability Extensions - To be eligible for Disability Extensions;

- Your disability must begin during a work month in which you are eligible for benefits.
- Your total Qualifying Hours can be a combination of hours worked and hours not worked due to disability. The hours you are unable to work because of your disability plus the hours you actually worked, if any, must equal or exceed the minimum monthly Qualifying Hours in order to maintain eligibility.
- If your disability lasts more than seven calendar days, you must submit proof of your disability. You can request your doctor complete Part D or you may attach the notifications you received from State Disability or Workers' Compensation for benefits paid to you for the calendar month(s) for which this extension application is made.
- If your Disability Extension Application is granted but you remain disabled when your extension expires, you must file a new application within 60 days from the date the last Disability Extension expired.

You will receive notification from the Trust Fund Office when your application is processed. For additional information about Disability Extensions, please refer to your Summary Plan Description.

**PLEASE MAIL COMPLETED
FORMS TO:
UFCW & Employers Benefit Trust
2200 Professional Dr, Suite 190
Roseville, CA 95661**

Please call Member Service if you have any questions (800) 552-2400.

UFCW & Employers Benefit Trust

SICK LEAVE CLAIM FORM/DISABILITY EXTENSION APPLICATION

You must check one: Sick Leave Only Disability Extension Only Sick Leave and Disability Extension

Have all questions been answered?

Is your Social Security Number correct?

PART A EMPLOYEE INFORMATION							
Your name Last		First		Middle Initial		Your Soc. Sec.#	
Date of Birth		Home address Street		City		State	Zip
Your telephone #		Name of store		Store address		Union Local	Store telephone #
Date of hire		First day absent due to disability		Date you returned to work		Were you injured on the job? NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, date of injury	

Did your employer complete all questions and give your work schedule?

Are dates of your disability correct?

PART B EMPLOYER STATEMENT (TO BE COMPLETED BY EMPLOYER ONLY)										
Hours employee is scheduled to work per week		Indicate employee's regular schedule for the entire first week of disability. List the number of hours employee was scheduled to work each day. →		Sun.	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.
Straight time hourly rate										
Job classification		If employee has returned to work, indicate the schedule in the week the employee returned to work. →		Sun.	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.
First day of absence										
Date returned to work		Did employee work on first day of paid disability or return to work anytime during this disability? NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, give hours and dates								
For Butchers only: Employer Sick leave Exhausted? NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, indicate date last paid.		Did employee receive holiday, funeral, birthday or vacation pay during this disability? NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, give hours and dates paid								
		Was the employee injured on the job? NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, give hours and dates paid								
		During claim period, was employee night crew? NO <input type="checkbox"/> YES <input type="checkbox"/> What was the schedule?								
I, the undersigned, verify that the statements contained herein above under the heading "Employer Statement" are true and correct and I understand that these statements will be presented to the Trustees of the UFCW & Employers Benefit Trust used in support of the above named employee's Sick leave claim. I understand that any false or fraudulent statement made herein may subject me to penalties as prescribed by law.										
Employer's phone number		Date signed		Authorized Employer's Signature					Title	

Did you sign your name?

PART C EMPLOYEE'S STATEMENT			
Were you admitted to the hospital? NO <input type="checkbox"/> YES <input type="checkbox"/>		Name of hospital	
Confined		From: _____ To: _____	
Did you see a doctor during your disability? NO <input type="checkbox"/> YES <input type="checkbox"/>		Describe your disability	
I request Sick Leave payments or Disability Extensions for the days of employment lost because of disability. I understand that I may be subject to civil and/or criminal penalties for committing a fraudulent insurance act if I knowingly provide any materially false information to, or conceal any material facts from, the Trust Fund with the intent to defraud or mislead the Trust Fund to obtain Disability Extensions. I further authorize any physician or hospital to furnish and disclose all known facts concerning my disability.			
Date Signed		Employee's Signature	

Did your doctor complete all questions?

PART D PHYSICIAN'S STATEMENT			
The Patient has been continuously disabled (unable to work)		From: _____ Through: _____	
Diagnosis		Diagnosis code	
Dates seen by a doctor:		If patient still disabled, give estimated date patient will be able to resume work.	
Is disability related to pregnancy? NO <input type="checkbox"/> YES <input type="checkbox"/> EDC _____			
Was patient hospitalized? NO <input type="checkbox"/> YES <input type="checkbox"/>		Name of hospital	
City		State	
From: _____		Through: _____	
Signed _____ (Physician)		Date Signed _____ (Degree)	
(Print or type physician's name)		(Degree)	
Address		City	
Phone			