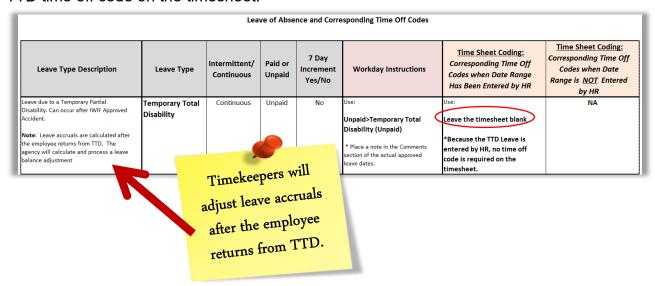
Reference: Temporary Total Disability

Processing Temporary Total Disability

Temporary Total Disability (TTD) is a leave of absence event that requires approval and documentation from IWIF.

- 1) Complete a Return Worker from Leave to close the *Paid > IWIF Approved Accident LOA*.
- 2) Complete an *Unpaid > Temporary Total Disability (Unpaid)* LOA event in Workday.
- 3) Attach IWIF approved documentation with the date range of the TTD (including the end date) to Workday in 2 possible locations:
 - Place Worker on Leave page
 - Worker History > Maintain Employee Documents page

Once the employee is on *Unpaid > Temporary Total Disability* LOA, <u>DO NOT</u> use the TTD time off code on the timesheet.



Extending TTD LOA

DO NOT complete a return from leave event and enter a second LOA event to extend an *unpaid* LOA event.

- Returning the employee to close the first unpaid LOA event, and /or entering a second unpaid LOA event, or rescinding the unpaid LOA event will negatively impact an employee's benefits eligibility.
- Once an unpaid LOA event is entered in Workday, <u>do not</u> make any changes or corrections to the event.
- Extending an unpaid LOA or any corrections needs to be corrected by DBM Shared Services.
 - Submit a ticket to SPS Shared Services Support ticketing system at: <u>http://spshelp.dbm.md.gov/login/create_request#/ticket-form/20341</u>

Created: 4/12/2022

Reference: Temporary Total Disability

Benefits Eligibility for TTD

- ➤ The employee will receive an event, **Benefit Event Temporary Total Disability** to continue health benefits or to waive all coverage during their Temporary Total Disability leave.
- The employee will receive a notification to their **work email** on file when the benefit event is initiated.
- The employee will need to log into **Workday** to complete the event.
- If the employee does not complete this benefit event, it will *automatically complete* after 60 days of being initiated and the employee will be direct billed for the health benefits enrolled for the duration of the leave.

Processing an employee who will NOT return to work from TTD:

1. Complete a Return Worker from Leave event to close the Temporary Total Disability LOA event.

***This is so if there are any final payouts they can be paid. ***

2. Complete a Termination event on the employee.

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