



Contact Us

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WHAT YOU NEED TO KNOW

USING LEAVE ACCRUALS
WITH SHORT-TERM DISABILITY



WHAT YOU NEED TO KNOW

Employees must submit a Leave Administration form for FMLA (if eligible) or Medical Leave of Absence (MLOA) and Short-Term Disability and submit all paperwork to Human Resources Leave Administration.

To qualify for Short-Term Disability, you must be unable to perform the duties of your position for more than 14 consecutive calendar days.

Employees are required to use their leave accruals during this 14-day elimination period.

After Day 14, the employee determines whether or not to use accruals.

You must select whether to use accruals for the time period after you are approved.

Example:

ELECT ACCRUALS AFTER DAY 14 (AFTER APPROVAL)

NONE 33.33%



What if I choose to use accruals for 33.33% of unpaid time after day 14 while my claim is pending approval?

- You will continue to receive a pay check from Pima County on a biweekly basis for 33.33% of your pay, providing you have sufficient accruals.
- While waiting for your claim to be processed, you will only receive the 33.33% payment as a source of income after Day 14. In most cases, claims are determined within five business days; however, this is not a guarantee and it could be longer before you are notified whether your claim is approved.
- After the insurance provider approves your claim, payment is **retroactively** applied to Day 15 of your disability. **The longer you wait to submit your completed claim packet, the greater the delay in potentially receiving payment.**

What if I have other disability insurance? (AFLAC or PIC)

- The insurance carrier will lower its 66.67% payment to you if its payment would cause you to receive more than 100% of your regular base pay.

What happens if I choose to not use accruals after day 14 while my claim is pending approval?

- You are responsible for payment of the employee portion of healthcare benefits.
- You will not earn time in the retirement system for any month where you were not paid by Pima County.
- After the insurance provider approves your claim, payment is **retroactively** applied to Day 15 of your disability. **This payment may be delayed for failure to promptly submit your completed claim.**

What if I choose to use sick leave for the full work days after day 14 while my claim is pending approval?

- You will continue to receive a pay check from Pima County on a biweekly basis for 100% of your regular pay, providing you have sufficient accruals.
- You will not receive payment from the insurance provider for any time during which you used sick leave. Upon approval of your claim, the insurance provider will review the sick leave payments you received from Day 15 forward, and reduce its payment accordingly.

ELECT ACCRUALS AFTER DAY 14 (PENDING APPROVAL)

NONE 33.33% FULL DAY

