Disability benefits help provide financial assistance to workers who are on a medically supported disability until they are able to return to His service. It is important to recognize that each individual will have his/her own unique pathway back to full-time service. Concordia Plans is here to guide you through the administrative requirements for these benefits.

EMPLOYER CHECKLIST:

☐ Submit a completed Concordia Disability and Survivor Plan Employer’s Statement along with a job description for the worker. The completion of these items is essential, to processing worker claims and ensuring accurate claim information.

☐ Discuss your leave policy with the worker. Take into account any state leave and/or any sick or personal time that will be utilized.

☐ Discuss payment with the worker. Provide an explanation and details regarding how he/she will be compensated including any continued employer compensation.

☐ Create a plan for the worker’s transition back to the workplace. This is an ideal time to discuss a return-to-work plan, and set expectations on how often the worker will be providing updates concerning his/her transition back. Having clear, open communication will ease the process as expectations will be understood by both parties.

☐ Submit a completed Worker Status Verification Form for Workers on Disability. This form should be completed if the worker has returned to partial or full-time work, or if it is known the worker will not be returning to your employment.

WHILE YOUR WORKER IS ON DISABILITY

We encourage you to stay in contact with the worker while he/she is on disability leave. This will help make the transition back to work easier and help him/her feel connected.

If the worker agrees, you can stay in touch by:

- Emailing copies of newsletters or other communications.
- Providing updates on celebrations and news about fellow coworkers and friends.
- Copying the worker on emails containing changes or events that are taking place.
- Sending cards or other well wishes.

ADDITIONAL MEDICAL CARE

The worker may need additional follow-up doctor appointments that may occur during the work week. Ask the worker to keep you up to date about any appointments or time off, so you can accommodate his/her schedule and cover your needs.

ACCOMMODATING A NURSING MOTHER

If the worker is a mother returning from a maternity leave and she is breastfeeding, she will need breaks and an appropriate location in the office to use a breast pump. Be sure to make arrangements for her to be able to have the privacy and time she’ll need.