



# Employer checklist

A checklist for supporting a worker on disability.

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 occurring.
- 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.



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