



As an employee who will be receiving Short Term Disability benefits, you have the option to use PTO hours in coordination with your disability benefit to bring your weekly income to 100%.

Short Term Disability provides 60% of an employee's income for a specified period that is dependent on the nature of the illness, injury, or childbirth. Employees may elect to use 8 or 16 hours of PTO each week to supplement this benefit. Using PTO along with your Short-Term Disability benefits will also help to cover any insurance payments that would otherwise go into arrears for repayment upon your return.

Employees are also permitted to use PTO donated through Leave Share with their disability benefits.

Please indicate below your choice regarding using PTO concurrently with your Short-Term Disability benefits. Once your leave begins, you will be committed to this choice.

**Employee Name:** \_\_\_\_\_

**Department/Supervisor:** \_\_\_\_\_

**Type of Leave:** \_\_\_\_Maternity \_\_\_\_Illness \_\_\_\_Surgery

**Anticipated Start Date of Leave (If Planned):** \_\_\_\_\_

**Choose One Option Below:**

\_\_\_\_ I choose not to use my PTO while receiving Short Term Disability benefits

\_\_\_\_ I choose to use 8 hours of the PTO available to me per week while receiving Short Term Disability benefits

\_\_\_\_ I choose to use 16 hours of the PTO available to me per week while receiving Short Term Disability benefits

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date