



## Lehigh University Human Resources Policy

Policy Number: 120  
Effective Date: 9/1/1996  
Revisions:  
Applicability: All Nonexempt Staff Members

### SALARY CONTINUATION PLAN FOR NONEXEMPT STAFF POLICY

**Purpose:**

Policy on salary continuation benefits for nonexempt staff

**Policy:**

Eligible staff members are covered by the terms of the plan beginning with the first day of scheduled work, provided that the staff member is actively at work on that day. Benefits under this plan are for short term disabilities of 26 weeks or less. The benefit level is based on years of service as outlined in the following schedule:

Years of Service	Time at Full Salary	Time at 60% Salary
Less than 1 year	0 weeks	2 weeks
Greater than 1 year	1	4
2	2	6
3	3	8
4	4	10
5	5	13
6	7	16
7	9	17
8	11	15
9	13	13
10	15	11
11	17	9
12	18	8
13	19	7
14	20	6
15	21	5
16	22	4

17	23	3
18	24	2
19	25	1
20	26	0

Short Term Disability and Salary Continuation benefits do not apply to any disability which occurs while the employee is on a leave of absence or otherwise scheduled to be away from work. If a disability begins while the employee is not scheduled to work, benefits under the Short Term Disability and Salary Continuation Plans will begin on the first day the employee is scheduled to return to work.

If the employee's illness or injury is compensable under Worker's Compensation, Short Term Disability and Salary Continuation benefits may be used to supplement Worker's Compensation benefits.

Benefits under the Salary Continuation Plan are payable only during actual periods of disability and are subject to the restrictions of the Short Term Disability Plan.

**Keywords:** Nonexempt Staff, STD, FML