



Salary Continuation Program

The purpose of Salary Continuation is to provide financial assistance for an employee that is injured or ill and cannot work due to an approved disability. Salary continuation eligibility is based on years of service and FLSA status.

Waiting period: 5 days

Salary Continuation & STD: A short term disability claim must be filed with and approved by Cigna Group Insurance. SMP will provide Salary Continuation for the length of time that the disability claim is approved for by your doctor and Cigna, up to the amount of time indicated below based upon eligibility. SMP will reduce the salary continuation pay by the amount of the benefit approved by Cigna Group Insurance (capped at \$170/week).

NON-EXEMPT EMPLOYEES WITH:

1 year of service	Up to 1 week Salary Continuation
3 years of service	Up to 3 weeks Salary Continuation
5 years of service	Up to 2 months Salary Continuation

EXEMPT EMPLOYEE WITH:

6 months of service	Up to 3 weeks Salary Continuation
1 year of service	Up to 5 weeks Salary Continuation
3 years of service	Up to 8 weeks Salary Continuation
5 years of service	Up to 3 months Salary Continuation

All compensation indicated in the table begins after a five day waiting period. If an employee has unused sick days, they will be paid (up to the limit available) to compensate the employee for the lost compensation during the initial five day waiting period.

Please Note: The salary continuation benefit is applicable to each 12 month period and the eligibility date is based on date of hire.

Example: An exempt employee hired on September 1, 2016 became eligible for 5 weeks of salary continuation on September 1, 2017. Due to an injury, the employee receives STD pay and salary continuation concurrently for 3 weeks in October of 2017 (following the five day waiting period). The employee returns to work and has an additional 3 week disability claim in April 2018. The employee would be eligible for the remaining 2 weeks of salary continuation in April 2018.