

Reference: Temporary Total Disability

Processing Temporary Total Disability

Temporary Total Disability (TTD) is a leave of absence event that requires approval and documentation from IWIF.

- 1) Complete a Return Worker from Leave to close the ***Paid > IWIF Approved Accident LOA***.
- 2) Complete an ***Unpaid > Temporary Total Disability (Unpaid)*** LOA event in Workday.
- 3) Attach IWIF approved documentation with the date range of the TTD (including the end date) to Workday in 2 possible locations:
 - *Place Worker on Leave* page
 - *Worker History > Maintain Employee Documents* page

Once the employee is on ***Unpaid > Temporary Total Disability*** LOA, **DO NOT** use the TTD time off code on the timesheet.

Leave Type Description	Leave Type	Intermittent/Continuous	Paid or Unpaid	7 Day Increment Yes/No	Workday Instructions	Time Sheet Coding: Corresponding Time Off Codes when Date Range Has Been Entered by HR	Time Sheet Coding: Corresponding Time Off Codes when Date Range is NOT Entered by HR
Leave due to a Temporary Partial Disability. Can occur after IWIF Approved Accident. Note: Leave accruals are calculated after the employee returns from TTD. The agency will calculate and process a leave balance adjustment	Temporary Total Disability	Continuous	Unpaid	No	Use: Unpaid>Temporary Total Disability (Unpaid) * Place a note in the Comments section of the actual approved leave dates.	Use: Leave the timesheet blank *Because the TTD Leave is entered by HR, no time off code is required on the timesheet.	NA

Timekeepers will adjust leave accruals after the employee returns from TTD.

Extending TTD LOA

DO NOT complete a return from leave event and enter a second LOA event to extend an **unpaid** LOA event.

- Returning the employee to close the first unpaid LOA event, and /or entering a second unpaid LOA event, or rescinding the unpaid LOA event **will negatively impact an employee's benefits eligibility**.
- Once an unpaid LOA event is entered in Workday, **do not** make any changes or corrections to the event.
- Extending an unpaid LOA or any corrections **needs to be corrected by DBM Shared Services**.
 - Submit a ticket to SPS Shared Services Support ticketing system at:
http://spshelp.dbm.md.gov/loqin/create_request#/ticket-form/20341

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Benefits Eligibility for TTD

- The employee will receive an event, **Benefit Event – Temporary Total Disability** to continue health benefits or to waive all coverage during their Temporary Total Disability leave.
- The employee will receive a notification to their **work email** on file when the benefit event is initiated.
- The employee will need to log into **Workday** to complete the event.
- If the employee does not complete this benefit event, it will **automatically complete after 60 days** of being initiated and **the employee will be direct billed for the health benefits enrolled for the duration of the leave.**

Processing an employee who will **NOT** return to work from TTD:

1. Complete a Return Worker from Leave event to close the Temporary Total Disability LOA event.

*****This is so if there are any final payouts they can be paid.*****

2. Complete a Termination event on the employee.