



DIOCESE OF CHARLOTTE PASTORAL CENTER
HUMAN RESOURCES

TO OUR NEW EMPLOYEE: _____

DATE OF HIRE: _____

The following is some information about your eligibility for Voluntary Employee Benefits.

Short Term Disability coverage is available to employees who are regularly scheduled to work **at least 20 hours per week**. Individual policies provide supplemental income if an employee becomes unable to work due to a covered accident or illness.

The monthly premium for Short Term Disability coverage is based upon individual income levels and is withheld from your paycheck on a post-tax basis. This means you may apply for coverage at any time without needing to wait for the Open Enrollment period each July.

As you now qualify for the Short Term Disability benefit, you should be aware that if you elect this coverage now you will not be required to apply for medical underwriting (guarantee issue).

If you decide not to purchase Short Term Disability coverage now, a later application for Short Term Disability coverage will require application for medical underwriting and your application may be denied.

The diocesan Short Term Disability coverage is provided by Colonial Life. To obtain more information you may directly contact our agent:

Uni Smith, Account Coordinator
Colonial Life
704-577-8050
Uni.Smith@ColonialLife.com

You are eligible for this coverage on _____. To ensure adequate time to process your enrollment, please contact Uni Smith no later than _____. ***If you decide not to purchase Short Term Disability coverage at this time, please sign the waiver below and return to Karen Verney, Human Resources.***

Waiver

I decline to enroll for Short Term Disability coverage at this time. I understand that I will be required to apply for medical underwriting if I wish to purchase this coverage at a later time, and my application may be denied.

Employee Signature

Date