

# **Nonindustrial Disability Insurance (NDI) Employee Information**

## **Eligibility requirements:**

You must:

1. be an active CalPERS/STRS member in compensated employment, and
2. have a permanent/probationary full-time CSU appointment, or  
  
have a permanent, part-time or hourly CSU appointment and have received pay for six pay periods in the eighteen months prior to the disability, or  
  
have an appointment at half-time or more for one year of service or one academic year, and
3. have a disability which has been verified and accepted by the Employment Development Department (EDD), and
4. submit to a medical examination if requested by EDD.

## **How to Apply:**

Complete the Employee Questionnaire contained in this packet and return it to Payroll Services, CP-320. A First Claim for Nonindustrial Disability Insurance form will be prepared for you to complete and forward to EDD. You will be notified of the status of your claim by EDD approximately 7-10 days after your application has been received.

## **Effect on CSUF position:**

While on NDI you will be placed on inactive pay status. For pay periods where you do not receive at least eleven days of regular pay, you will not receive credit towards SSIs, state service, sick leave or vacation. Regular pay is defined as pay for time worked as well as time covered by leave credits or holidays.

Probationary employees will have their probationary period extended for each calendar day on NDI.

Reminder: It is still your responsibility to keep your department and Human Resources informed of your status. Before returning to work you must provide a written statement of release from the attending physician. If you are still unable to return to work after you are released to return to work by your physician, please contact the Human Resources Office for your options.

## **Please read the following information before requesting that Payroll Services prepare your disability application.**

A Request for Formal Leave of Absence form must be completed and submitted to Human Resources (available on Informed Filler in the Benefits folder).

All sick leave must be exhausted before benefit payments will begin.

Vacation and/or CTO credits may be used. If vacation or CTO credits are used, they must be exhausted before NDI benefits will begin. If the entire period of absence is covered by sick leave and vacation/CTO credits, you will receive no NDI benefits. You must file a written statement with Payroll Services indicating your desire to use vacation or CTO credits.

Employees may also be entitled to paid maternity leave. Please consult the CBA for your bargaining unit.

The Catastrophic Leave Program may be available to you. Please contact Human Resources for information.



# EMPLOYEE QUESTIONNAIRE

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Print)

1. Do you wish to apply for NDI?                      yes \_\_\_                      no \_\_\_

2. Do you want to use your  
vacation credits?                      yes \_\_\_                      no \_\_\_

CTO credits?                      yes \_\_\_                      no \_\_\_

personal holiday?                      yes \_\_\_                      no \_\_\_

paid maternity leave?                      yes \_\_\_                      no \_\_\_

3. The last day you will physically work?      \_\_\_/\_\_\_/\_\_\_  
Mo. Day Yr.

4. Do you want your disability application to be:

Mailed?                      \_\_\_

Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City                      State                      Zip

Picked Up?                      \_\_\_

By whom? \_\_\_\_\_  
Name (please print)

5. Would you like your disability checks:

Released to department?                      \_\_\_

Mailed?                      \_\_\_

Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City                      State                      Zip

6. I have received the information packet and understand that payments may be delayed pending receipt of authorization from EDD.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date