

## MetLife Short Term Disability Buy-Up Insurance Plan Summary

*Explore the coverage that helps you protect your income and your lifestyle.*

### **What is Short Term Disability insurance?**

**Short Term Disability (STD)** insurance can help you replace a portion of your income during the initial weeks of a Disability.

### **Eligibility Requirements**

All Full-Time Active Employees regularly scheduled to work at least 30 standard hours per week, excluding corporate officers, administrators, physicians, temporary, leased or seasonal employees.

### **Additional Coverage Information**

Enrollment in the Short Term Disability Buy-Up Plan is available without providing medical evidence of insurability as long as:

#### **For New Hires/Newly Eligible**

- The enrollment takes place within 31 days from the date you become eligible for benefits.

If you do not enroll when first eligible, you will need to provide medical evidence of insurability by completing a Statement of Health form\*.

\*All applications are subject to review and approval by Metropolitan Life Insurance Company.

### **About Your Coverage Effective Date**

You must be Actively at Work on the date your coverage becomes effective. If Actively at Work requirements are met, coverage will become effective the first of the month following the receipt of your completed application for all requests that do not require additional medical information. A request for your amount that requires additional medical information and is not approved by the date listed above will not be effective until the later of the date that notice is received that MetLife has approved the coverage or increase if you meet Actively at Work requirements on that date, or the date that Actively at Work requirements are met after MetLife has approved the coverage or increase.

### **How is “Disability” defined under the Plan?**

Generally, you are considered disabled and eligible for short term benefits if, due to sickness, pregnancy or accidental injury, you are receiving appropriate care and treatment and complying with the requirements of the treatment and you are unable to earn more than 80% of your predisability earnings at your own occupation.

For a complete description of this and other requirements that must be met, refer to the Certificate of Insurance provided by your Employer.

### **What is the benefit amount?**

The Short Term Disability benefit replaces a portion of your predisability earnings, less the income that was actually paid to you during the same Disability from other sources<sup>1</sup> (e.g., state disability benefits, sick pay, vacation pay, etc.).

The Benefit amount is 60% of your predisability weekly earnings; subject to the plan's maximum weekly benefit of \$2,500, regardless of your annual salary amount.

## **When do benefits begin and how long do they continue?**

Short Term Disability benefits begin after the end of the elimination period. The elimination period begins on the day you become disabled and is the length of time you must wait while being disabled before you are eligible to receive a benefit. The elimination periods are as follows:

***For Injury:*** Later of 7th day or exhaustion of all employer paid catastrophic bank hours.

***For Sickness (includes pregnancy):*** Later of 7th day or exhaustion of all employer paid catastrophic bank hours.

Benefits continue for as long as you are disabled up to a maximum duration of 25 weeks of Disability.

Your plan's maximum benefit period and any specific limitations are described in the Certificate of Insurance provided by your Employer.

## **Additional Disability Plan Benefits:**

### **Coverage with Your Best Interests in Mind...**

When you are ill or injured for a long time, MetLife believes you need more than a supplement to your income. That's why we offer return-to-work services, and financial incentives.

### **Services to Help You Get Back to Work Can Include:**

#### ***Nurse Consultant or Case Manager Services:***

Specialists who personally contact you, your physician and your employer to coordinate an early return-to-work plan when appropriate.

#### ***Vocational Analysis:***

Help with identifying job requirements and determining how your skills can be applied to a new or modified job with your employer.

#### ***Job Modifications/Accommodations:***

Adjustments (e.g., redesign of work station tools) that enable you to return to work.

#### ***Retraining:***

Development programs to help you return to your previous job or educate you for a new one.

#### ***Financial Incentives:***

Allow you to receive Disability benefits or partial benefits while attempting to return to work.

## **Answers to Some Important Questions...**

### **Q. *Can I still receive benefits if I return to work part time?***

**A.** Yes. As long as you are disabled and meet the terms of your Disability plan, you may qualify for adjusted Disability benefits.

Your plan offers financial and Rehabilitation incentives designed to help you to return to work when appropriate, even on a part-time basis when you participate in an approved Rehabilitation Program.

While disabled, you may receive up to 100% of your predisability earnings when combining benefits, Rehabilitation Incentives, other income sources such as state disability benefits, and part-time earnings.

With the Rehabilitation Incentive, you can get a 10% increase in your weekly benefit.

If you work or participate in a rehabilitation program while disabled, following the 4th weekly benefit payment, the Family Care Incentive provides reimbursement up to \$100 per week for eligible expenses, such as child care.

You may be eligible for the Moving Expense Incentive if you incur expenses in order to move to a new residence recommended as part of the Rehabilitation Program. Expenses must be approved in advance.

***Q. Are there any exclusions for pre-existing conditions?***

A. No.

***Q. Are there any exclusions to my coverage?***

A. Yes. Your plan does not cover any Disability which results from or is caused or contributed to by:

- War, whether declared or undeclared, or act of war, insurrection, rebellion or terrorist act;
- Active participation in a riot;
- Intentionally self-inflicted injury or attempted suicide;
- Commission of or attempt to commit a felony;
- Sustained as a result of doing any work for pay or profit for another employer ;
- Elective treatment or procedures, such as cosmetic surgery, sex-change surgery, reversal of sterilization, liposuction, visual correction surgery, in-vitro fertilization, embryo transfer procedure, artificial insemination or other specific procedures.

However, pregnancies and complications from any of these procedures will be treated as a sickness.

***Q. I already have employer-provided coverage. Can I purchase additional coverage?***

A. Although your company is paying the cost of your basic/core coverage now, you have the opportunity to purchase additional coverage known as a “Buy-Up” option. This option allows you to enhance your current allowable benefit. You can decrease your elimination period to 7 days under the Buy-Up plan compared to 14 days under your basic/core plan.

The “Plan Benefits” provides only a brief overview of the STD plan. A more complete description of the benefits provisions, conditions, limitations, and exclusions will be included in the Certificate of Insurance. If any discrepancies exist between this information and the legal plan documents, the legal plan documents will govern.

Short Term Disability (“STD”) coverage is provided under a group insurance policy (Form GPNP99) issued to your employer by MetLife. This STD coverage terminates when your employment ceases, when you cease to be an eligible employee, when your STD contributions cease (if applicable) or upon termination of the group contract by your employer. Like most group insurance policies, MetLife’s group policies contain certain exclusions, elimination periods, reductions, limitations and terms for keeping them in force. State variations may apply.

\* Changes have been made to your Plan as of the Amendment Effective Date listed above. Please refer to your Certificate of Insurance Rider for more details or contact your benefits administrator with any questions.

<sup>1</sup> Under certain circumstances, MetLife may estimate the amount of income you may receive from other sources.

† Pursuant to IRS Circular 230, MetLife is providing you with the following notification: The information contained in this document is not intended to (and cannot) be used by anyone to avoid IRS penalties. This document supports the promotion and marketing of this Disability insurance. You should seek advice based on your particular circumstances from an independent tax advisor.

