



Human Resources Department

Bradley Wirtz, Human Resources Director

City-County Building, Room 501
 210 Martin Luther King, Jr. Boulevard
 Madison, Wisconsin 53703
 Phone: (608) 266-4615
 Fax: (608) 267-1115
hr@cityofmadison.com
www.cityofmadison.com/hr

INCOME CONTINUATION INSURANCE

- Type of Insurance:** Wage insurance for a covered employee unable to work due to nonwork disability
- Eligibility:** New employee within 30 days of hire. Must accept or waive coverage (submit form)
 Coverage begins on the date of the submitted enrollment form.
- Enrollment after initial eligibility: Employee may apply by providing application—Evidence of Good Health[™] (underwriting process) to the insurer (The Hartford).
- Benefit:** Covers nonwork injury and illness. Provides short-term (up to three years) and long-term (thereafter) benefits, up to and including retirement as long as disability exists, but offset by other payments (e.g., retirement)

Benefits are payable when a covered employee

- Becomes disabled
- Remains disabled
- Applies and submits proof of loss (provides documentation) to Hartford

Benefits begin:

- For disability caused by injury: On the 1st day of disability after all accumulated sick leave has been exhausted
- For disability caused by sickness: On the 8th day of disability after all accumulated sick leave has been exhausted
- When a disability includes hospital admission or outpatient surgical procedure that requires a total disability period of 24 hours or more after surgery, benefits start on the first day of hospital confinement or on the date of outpatient surgical procedure after all accumulated sick leave has been exhausted
- For childbirth: For most absences for childbirth, eligibility for a disability insurance benefit will begin at the date of birth and continue only through six weeks after the date of birth; benefits are payable only after all sick leave has been used. If a pregnancy-related disability begins before the date of birth or continues past six weeks after the birth, additional benefits may be payable.

Benefit payment is weekly, 65% of base salary or \$1875, whichever is less. The portion of premium payment by the City and by the Employee determine whether the benefit is taxed: Percentage of premium paid by the Employee = Percentage of benefit not taxed.

- Premium:** Deduction from second pay check of month. Cost of the premium is calculated based on combination of base pay, employee's total accumulated sick leave and employee's use of sick leave in the preceding September—August 12 month period. The full premium will be paid by the City if the employee's accumulated sick leave is greater than 100 days.

Sick Leave Used	Sick Leave Accrued	Employee Pays
0.00—3.00 days	10.00—13.00 days	0%
3.01—4.00 days	9.00—9.99 days	20%
4.01—5.00 days	8.00—8.99 days	40%
5.01—6.00 days	7.00—7.99 days	60%
6.01—7.00 days	6.00—6.99 days	80%
7.01+ days	0.00—5.99 days	100%