



Illinois Department of Corrections

Administrative Directive

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| Number: 03.02.212 | Title: Non-Occupational Disability | Effective: 5/1/2022 |
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| Authorized by: | <i>[Original Authorized Copy on File]</i> Rob Jeffreys Director |
| Supersedes: | 03.02.212 effective 6/1/2020 |

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| Authority: 730 ILCS 5/3-2-2, 40 ILCS 5/14-124 | Related ACA Standards: |
| Referenced Policies: | Referenced Forms: SERS 3114 – Nonoccupational Disability Medical Report SERS 3900D – Statement of Employment SERS 3924 – Application for Disability Benefits SERS 3934 – Release of Information Authorization SERS 3935 – Job Duty Statement |

I. POLICY

Non-Occupational Disability claims for eligible Department employees may be granted through the State Employee's Retirement System (SERS).

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for notification and processing of non-occupational disability claims through SERS.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

A non-occupational disability benefit may be granted if an employee:

1. Is a member of SERS and has been found, upon medical examination, to be mentally or physically incapacitated and unable to perform the duties of the assigned position.
2. Is incapacitated due to a disability resulting from a cause unrelated to his or her performance of duties as a State Employee.
3. Has 18 months of credited service.
4. Has used all accrued sick leave.

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5. Has been granted a medical leave of absence as a result of the disability and the disability is expected to exceed 30 continuous days.

F. Requirements

1. If the employee meets (or will meet) all eligibility requirements, a claim may be filed. The employee shall notify both the facility Retirement Coordinator and SERS of his or her intent to file a claim.
 2. Upon the notification of the intent to apply for a claim by SERS, SERS must forward:
 - a. An Application for Disability Benefits, SERS Form 3924, Release of Information Authorization, SERS Form 3934, and a Nonoccupational Disability Medical Report, SERS Form 3114, or similar current forms, to the employee. The employee shall be responsible for complying with all completion and submission requirements indicated in the cover letter.
 - b. A Statement of Employment, SERS Form 3900D, and a Job Duty Statement, SERS Form 3935, to the facility Retirement Coordinator.
 3. The facility Retirement Coordinator shall forward the:
 - a. Completed SERS Form 3900D to SERS after the employee has been approved for a non-service connected leave of absence by the Compliance and Control Unit within the Public Safety Shared Services Center (PSSSC).
 - b. SERS Form 3935 to the employee's Supervisor for completion and submission to the facility Retirement Coordinator within five working days from the date received. The completed SERS Form 3935 shall then be sent to SERS by the facility Retirement Coordinator.
 4. Approved benefits will be determined by SERS. The total gross amount of the benefit and employee's eligibility of the benefit will also be determined by SERS. These benefits will be based on employee's years of service, salary, medical documentation provided, etc.
 5. The facility Retirement Coordinator shall direct the employee to SERS regarding his or her potential SERS benefit.
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