

UCT/Sanlam Managed Disability Income Benefit & Rehabilitation Process

The Sanlam Managed Income Disability Benefit and Rehabilitation Process is a benefit provided through the Human Resources (HR) Department and covered as a part of the staff member's risk contribution towards the UCT Retirement Fund.

REHABILITATION PROCESS

Benefit may come into effect when a staff member is off work 10 consecutive working days/ 14 days in a three month period

Report absence

Process begins when one of the following occurs:

- Receipt of absenteeism reports
- Referral by line manager
- Referral by the staff member
- Referral by the HR adviser



Submit forms

Five forms to be completed including:

- Two completed by staff member/patient
- Two by the line manager
- Permission to divulge information

All relevant information to be included, e.g., sick certificates etc. Once completed forms must be submitted to the Wellness Officer (susan.williams@uct.ac.za). Submission will be treated as confidential.



Review forms

Sanlam reviews the forms and may:

- Make contact with staff member/medical practitioner
- Assist with rehabilitation as per their requirements if medical savings are depleted



*Continuation benefit

Sanlam or the staff member's doctor may advise that a staff member may need a temporary or permanent income continuation during the rehabilitation process (booked off sick/is still sick/unable to be accommodated in the workplace due to medical condition).

*The disability/income continuation forms must be completed by the member, line manager and treating specialist.



*Top up benefit/partial disability benefit

If a staff member cannot work a full day because of a medical condition, Sanlam may approve payment of a top-up/ partial disability benefit to cover the staff member for hours that they are away from work. Conditions for consideration includes:

- Staff member is away for more than 25% of a day
- Payment is linked to a % of the Cost of Employment (COE)



Monitor rehabilitation

If medical aid savings be depleted, the rehabilitation of the staff member may be funded.

During the rehabilitation period Sanlam will monitor the rehabilitation process, until such a time where the staff member can be fully integrated back to work.

Alternatively, the disability process will be initiated if the member is functionally impaired due to illness.



DISABILITY PROCESS

Process disability claim

Process begins when UCT submits the disability claim application.

Thereafter, Sanlam will assess the claim and may provide:

- Total claim admission or partial claim admission
- *Staff members will receive a reduced monthly income based on the Cost of Employment (COE)
- Furthermore 18% of their COE will be contributed to the UCTRF
 - If applicable, staff members will receive a monthly medical aid subsidy



Review disability claim

Once the member has been reviewed by Sanlam and is still unable to return to work, Sanlam will continue to pay benefit until the next review date.

If the staff member is deemed fit to return to work, the income continuation will cease and the staff member will be expected to return to work.



For further information contact the UCT HR Wellness Officer:
Susan Williams - susan.williams@uct.ac.za

