

Medical Separation - UCRP-Disability Income UCSC Local Procedures

(A.23b) Rev. 6/30/2009

Disability Management Coordinator Procedure

1. Notification/Review

- A. **Receive e-mail notification from the Retirement Counselor** that the employee has been approved for UCRP Disability Income, including the effective date of the approval.
- B. **Conduct and document the Interactive Process** with the employee and the supervisor. Notify the Retirement Counselor via e-mail of the completion of the Interactive Process or notice that the employee has waived the Interactive Process.
- C. **Receive and review the employee's response** from the HR Service Team Representative if submitted by the employee within the specified time frame:
 - Coordinate consultation with HR Service Team Representative (HRSTR) and Staff Human Resources Director.
 - Coordinate with the HRSTR and the Unit Head to discuss the alternatives recommended by the Staff Human Resources Director, if medical separation is determined to not be appropriate.
- D. **Send the employee a letter** explaining the Special Re-employment process upon Notice of Medical Separation.

Help, Forms & Other Resources

How to Use

The steps for these procedures have been divided into sets of activities for each role involved in the procedure. When you select a role, you will only see the activities and steps the selected role is involved in. To see activities and steps for a different role, choose the desired role.

Forms

- [AB2410 Forms](#)
- [Background Investigation No Longer Interested \(NLI\) Form](#)
- [Proof of Service Form](#)
- [Separation Data Collection Document \(SEPR\)](#)
- [Unemployment Insurance Termination Report](#)
- [Separation: Notice of Intent to Medically Separate Template \(Non-Represented Employee\)](#)
- [Separation: Notice of Intent to Medically Separate Template \(Represented Employee\)](#)
- [Separation: Notice of Intent to Medically Separate Template \(Non-Represented Employee, UCRP Disability\)](#)
- [Separation: Notice of Intent to Medically Separate Template \(Represented Employee, UCRP Disability\)](#)
- [Separation: Notice of Medical Separation Template \(Non-Represented Employee\)](#)
- [Separation: Notice of Medical Separation Template \(Represented Employee\)](#)
- [Separation: Notice of Medical Separation Template \(Non-Represented Employee, UCRP Disability\)](#)
- [Separation: Notice of Medical Separation Template \(Represented Employee, UCRP Disability\)](#)

Resources

- [At Your Service](#)
- [Benefits Office](#)
- [California Employment Development Department \(EDD\)](#)
- [COBRA/Continuation of Group Insurance Coverage](#)
- [Leaving UC Employment](#)
- [Management Guide to Layoff](#)
- [Payroll Separation from Employment Guide](#)
- [Retiring from UC - I am Ready to Retire Now](#)
- [Termination of Employment Benefits Checklist](#)
- [UCSC Job Opportunities](#)