

How to Apply for Extended Short-Term or Long-Term Disability

1. If your medical condition will require you to need additional leave or is expected to be a permanent disability, you should apply 90 days prior to your short-term and or preliminary long-term ending.
2. The following forms will need to be completed in order to apply for extended and/or long-term disability:

- Form 704 – Requesting Additional Benefits Through the Disability Income Plan of North Carolina



Form 704.pdf

- Form 701 - Requesting Short-term Benefits Through the Disability Income Plan of North Carolina



Form 701.pdf

- Form 703 - Reporting Earnings for Short-Term Disability Benefits and Medical Report for Eligibility Review



Form 703.pdf

- Form 7A - Medical Report for Disability Eligibility Review



Form 7A.pdf

- You must also provide all recent (within six months) supporting medical documentation
- Send all forms and documentation to leave@ecu.edu or fax to: 252-328-9918
- Once your completed forms and supporting documentation has been received, your employer will send out a follow-up email within 3 to 5 business days to let you know it has been received and has been sent to TSERS for medical board review.