

## **How to apply for Short-Term Disability and/or Preliminary Long-Term Disability**

1. You will apply for short-term disability if your medical condition will require you to continuously be out of work and unable to perform your job duties over a 60 day period.
2. The following forms will need to be completed to apply for short-term disability
  - 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

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



Form 701.pdf

- You must also provide all recent (within six months) supporting medical documentation
- Send all forms and documentation to [leave@ecu.edu](mailto:leave@ecu.edu) or fax to: 252-328-9918
- Once your completed forms and supporting documentation has been received, you will receive an updated email (approval or denial) within 3 to 5 business days.