

# MERCK'S INTEGRATED DISABILITY MANAGEMENT PROGRAM NEWS



DECEMBER 2003

## NEW APPROACH FOR SHORT-TERM DISABILITY MANAGEMENT AND ABSENCE TRACKING

### Centralized Disability Management Team to Oversee Short-Term Disability Process

Starting December 15, 2003, Merck will streamline the management of short-term disability (STD) leave (i.e. medical absences including sick days, medical procedures, surgery etc.), consistent with industry best practices. As part of the new process, a centralized team will oversee disability leave for U.S.-based field sales employees and all salaried (non-bargaining unit) employees at Merck's Rahway, West Point and Whitehouse Station sites.

### Team-Based Approach and Expertise

Although the idea of centralized disability management is new, Merck's team members have years of expertise. The team is led by June Mills, RN, BSN, an experienced disability case manager who reports directly to Dr. Falcone. Other team members include disability intake specialists and nurse case managers, as well as Dr. Anna Buinewicz, MD who acts as the team's physician advisor. "Our team is dedicated to success," says June Mills, "but Merck managers and employees play critical roles in helping the Company effectively manage short-term disability."

### New Process Clarifies Manager and Employee Roles

As part of the new disability management process, managers and employees have unique roles and responsibilities in helping the Company manage employee absence more effectively. Employees will be responsible for notifying their managers when they will be absent from or returning to work.

- **If you are an employee:**

Employees will be responsible for notifying their managers when they will be absent from or returning to work in addition to calling their *medical absences* (i.e. sick days, medical procedures, surgery etc.) into the *Integrated Disability Management Absence Reporting Line* at **800-969-4174**.

- **If you are a people manager:**

Managers will continue to record employee absences through their current absence reporting process (which goes to payroll). Disability Management will retrieve information from the *Integrated Disability Management Absence Reporting Line*, to track—and then respond to—absences greater than 5 days.

	Day 1	Days 2 - 4 Absence Continues	Days 2 - 5 Employee Returns	Day 5 Absence Continues
<b>Employee</b>	Informs Manager of absence and calls 800-969-4174 to report absence.	Continues to keep Manager informed. Upon return to work, call 800-969-4174.	Returns to work, calls 800-969-4174.	Informs manager of continued absence.
<b>Manager</b>	Manager records absence (using current process to notify Payroll).	Continues to record absence.	Notes end of absence.	Continues to record absence.

### More Information

Information about Merck's Short-Term Disability Plan for salaried employees is available online through the Merck Benefits internet and internet websites at <http://humres.merck.com/benefits> and <http://www.merck.com/benefits>, respectively.