



To be completed by your employing agency/department



The employee listed below has applied for a disability benefit from the Minnesota State Retirement System (MSRS).
Please complete this form and return to MSRS.

1. Employee information

Last name	First name	MI
Applicant's job title		MSRS ID

2. Employment Information

1. Has the employee terminated employment? Yes No
 If yes, please provide termination date: _____
Month Day Year
2. Is the employee on a leave of absence? Yes No
 Unpaid leave Paid leave; payment start date: _____
Month Day Year
3. Is the employee receiving workers' compensation payments? Yes No
4. Has the employee been offered alternative employment within your agency? Yes No
 If yes, please explain the results: _____
5. Was the disabling condition a result of current job duties? Yes No
6. Was a *First Report of Injury* filed? (please attach) Yes No
7. Is the employee able to perform their current job duties? Yes No



Required: Please include a copy of employee's current position description.

Physical Capacity - if applicable

Please indicate physical requirements for current position.

Please address all below	Indicate MAXIMUM capacity in pounds	Not applicable	OCCASIONAL 0 to 2.6 hours per day	FREQUENT 2.7 to 5.3 hours per day	CONSTANT 5.4 to 8.0 hours per day
Low lift (floor to knuckle)					
Mid lift (knuckle to shoulder)					
Full lift (floor to shoulder)					
Carrying					
Pushing					
Walking					
Climbing					
Balancing					
Stooping					
Kneeling					
Crouching					
Crawling					
Reaching (immediate)					
Reaching (overhead)					
Handling					
Fingering					
Feeling					
Sitting					
Standing					

Physical Capacity

Please indicate your employee's physical requirements for current position based on the definition in the **Department of Labor's Dictionary of Occupational Titles**.

Sedentary

Sedentary work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required occasionally and other sedentary criteria are met.

Light

Light work involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, someone must have the ability to do substantially all of these activities. If someone can do light work, we determine that they can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time.

Medium

Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that they can also do sedentary and light work.

Heavy

Heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that they can also do medium, light, and sedentary work.

Very Heavy

Very heavy work involves lifting objects weighing more than 100 pounds at a time with frequent lifting or carrying of objects weighing 50 pounds or more. If someone can do very heavy work, we determine that they can also do heavy, medium, light and sedentary work.

3. Required signatures

Authorized signature		Print name	
Title	Department		
Daytime phone number	Email address	Date	
Mailing address	City	State	Zip code

If you have questions or need assistance, please call MSRS and ask to speak with a Disability Specialist.
651.296.2761 or 1.800.657.5757

Mail or fax the completed form to:

-  **Minnesota State Retirement System**
60 Empire Drive, Suite 300
St. Paul, MN 55103-3000
-  **Fax:** 651.227.5337

Teletypewriter users and telecommunications-device-for-the-deaf (TDD) users call the Minnesota Relay Service at 1.800.627.3529 and ask to be connected to MSRS at 651.296.2761.