

Temporary Disability Leave (TDL)

TDL 101

- Any Employee who has/will miss more than 5 consecutive work days for a medical reason must be placed on an approved leave (FML or TDL)
- TDL is to be used for certified employees who do not qualify for FML, or who have exhausted FML and are still not medically cleared to return to work.
- All full time SBEC certified employees are eligible for TDL for their own serious health condition that interferes with the performance of their regular duties. For the purpose of TDL, pregnancy is considered a temporary disability.
- Medical condition must be certified by a doctor.
- TDL allows eligible employees medical leave of up to 180 calendar days.
- TDL may not be taken on an intermittent basis.
- TDL is an unpaid leave. However, district policy requires employees to use all accrued days concurrently with any approved leave.
- The district will NOT continue to pay its portion of the employee's health insurance premium for the approved TDL period. The employee must pay the district directly for their health insurance premiums while out on TDL.
- TDL runs concurrent with all other leaves.

TDL Checklist

- 30 days before leave – submit Leave of Absence request form to Marsha Goertz. If this is not practicable due to unforeseeable circumstances, notice must be given as soon as feasible.
- You will be given a medical certification form to have your physician complete and return within 15 calendar days before your leave can be approved.
- Notify your supervisor of the need for leave.
- Contact your Payroll Specialist for information about general salary questions pertaining to extended leave.
- Watch for important information about any supplemental benefits you may have. This will come via email from Marsha Goertz.
- Before returning to work, you must provide a medical release note from your physician to Marsha Goertz.

Marsha Goertz
Leave & Benefits Manager
512-772-7135 direct
512-308-9501 fax
mgoertz@bisdtx.org