



Temporary Disability Leave

Certified employees

Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide a job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. **If disability leave is approved, the length of leave is no longer than 180 calendar days.** If disability leave is not approved, the employee must return to work or be subject to termination procedures.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Human Resource Services and the Benefits Department should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Auxiliary Employees

By special permission, if requested and approved, **the MISD will grant a limited leave of absence for temporary medical Leave – 45 calendar days - if an employee who does not qualify for FMLA leave requests the medical leave in writing and it is approved.**

All requests for a leave of absence must be submitted in writing before the leave through the appropriate supervisor to the Assistant Superintendent of Human Resources. An employee on a leave of absence is not eligible to withdraw funds from the TRS. A leave of absence, if granted, shall be granted without pay unless the employee has days to cover the absence. This time off work will not count toward accruing sick leave, vacation days, or retirement.