

Temporary Disability Leave (TDL)

Temporary Disability Leave (TDL) 101

- Any employee who has missed/will miss more than 6 consecutive workdays for a medical reason must be put on approved leave (FML or TDL)
- TDL is to be used for 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 TEA certified employees are eligible for TDL for their own serious health condition that interferes with the performance of their regular duties.
- TDL allows eligible employees medical leave of up to a maximum of 180 calendar days.
- For the purposes of TDL, pregnancy is considered a temporary disability.
- TDL is an unpaid leave. However, district policy requires employees to use all compensable time concurrently with any approved leave.
- The district will continue to pay its portion of the employee's health insurance premium for the approved TDL period.
- TDL runs concurrently (at the same time) with all other leaves.

TDL Checklist

30 days before leave:

- Complete and return Request for Temporary Disability Form to Tanya Simmons in Human Talent. If this is not practical due to unforeseeable circumstances, notice must be given as soon as feasible.
- Schedule an in-person meeting with Tanya Simmons in Human Talent to discuss information about the number of paid leave days available to you and general questions pertaining to leave.
- Notify your principal/supervisor of the need for leave.

15 days before leave:

- Make sure you or your physician returns the Medical Certification form (wh380). This must be completed fully and returned to HT for your leave to be approved. *This can be faxed to 281-357-3289.*
- The Benefits department can answer any questions about your TISD benefits while on leave, including Disability Benefits.

Before returning from leave:

- 3 days prior to returning you must provide a completed medical release note from your physician to Tanya Simmons Human Talent.

Tanya Simmons
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