

TEMPORARY DISABILITY LEAVE (TDL)

Temporary Disability Leave 101

- Any full-time educator who has missed/will miss more than 5 consecutive workdays for a medical reason must be put on an approved leave (FML or TDL).
- All full-time educators 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.
- TDL allows eligible employees medical leave up to 180 calendar days.
- TDL is an unpaid leave. However, district policy requires employees to use all compensable time 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 Superintendent may recommend that an eligible employee be involuntarily placed on temporary disability leave if confirming, through medical examination, that the employee's condition interferes with the performance of regular duties.
- TDL runs concurrent with all other leaves.

TDL Checklist

To request TDL, you will need to submit to the Leaves & Benefits Specialist a letter addressed to the Superintendent that includes the reason for leave and the date leave needs to begin, as well as the Leave of Absence Request form.

You will be given a medical certification to have your physician complete and return before you can be approved.

Notify your supervisor of the need for leave.

Contact the human resource department for information about the number of paid leave days you have available and general salary questions pertaining to leave.

The Leaves & Benefits Specialist can answer any questions you have about your GISD benefits while on leave.

Before returning to work, you must provide a completed medical release note from your physician to Jenny Sarmiento.



Jenny Sarmiento
HR/Payroll Specialist

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