

Temporary Disability Leave (TDL)

Temporary Disability Leave 101

- Any full-time educator who has missed/will miss more than 5 consecutive work days 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 of 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 any portion of the employee's insurance premiums (including employer paid benefits) 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, submit a TDL request to the *Coordinator of Leaves, Benefits, & Compensation* that includes the reason for leave and the date leave will begin.
- You will be given a medical certification to have your physician complete and return before your leave can be approved.
- Notify your supervisor of the need for leave.
- Contact the Coordinator of Leaves, Benefits, & Compensation for information about the number of paid leave days you have available and general salary questions pertaining to leave.
- The Coordinator of Leaves, Benefits, & Compensation can answer any questions about your JISD benefits while on leave.
- Before returning to work, you must provide a completed Fitness for Duty from your physician to the Coordinator of Leaves, Benefits, & Compensation.

*Coordinator of
Leaves, Benefits, &
Compensation*
817-202-2520