
ADMINISTRATIVE REGULATIONS
SECTION: Personnel
SUBJECT: Temporary Disability Leave

PER-29

1/15/08

The Board shall grant, to all full-time employees, a leave of absence for temporary disability at any time the employee's condition interferes with the performance of regular duties. The Board shall not terminate the employment of the employee during leave of absence for temporary disability. Temporary disability includes pregnancy.

The employees shall submit to the Superintendent a request for leave of absence for temporary disability. The request must be accompanied by a physician's statement confirming the employee's inability to work, the date upon which the employee has requested that the leave begin, and the probable date of the employee's return.

The employee shall notify the Superintendent **in writing** of a desire to return to active duty at least 30 days before or as soon as possible, the expected date of return. The notice *must include a physician's statement* indicating the employee's physical fitness to return to regular duties.

The District will cease to pay all group hospitalization coverage premiums on the employee, beginning with the effective date of the Temporary Disability Leave if the employee is not covered by FMLA. The employee will pay the premium to the District for each month and/or day on Temporary Disability Leave, which includes both the employee's coverage, as well as any dependent coverage. Employees not covered by FMLA *must* also pay the District's portion of the insurance premium. All payments should be made in the Personnel Office by the 10th and 25th of each month.

The employee returning to active duty after a leave of absence for temporary disability shall be entitled to an assignment at the school where the employee formerly was assigned, subject to the availability of an appropriate position. In any event, the employee shall be placed on active duty no later than the beginning of the next term. The Superintendent shall grant the length of leave of absence for temporary disability required by the employee. The maximum length for a leave of absence for temporary disability shall be 180 calendar days.