

The background is a solid reddish-brown color with a light gray grid pattern. There are several hand-drawn blue scribbles: three loops in the top-left corner, three overlapping loops in the top-right corner, a wavy line in the bottom-center, and two vertical scribbles on the left and right sides.

# Leave

## Bastrop ISD

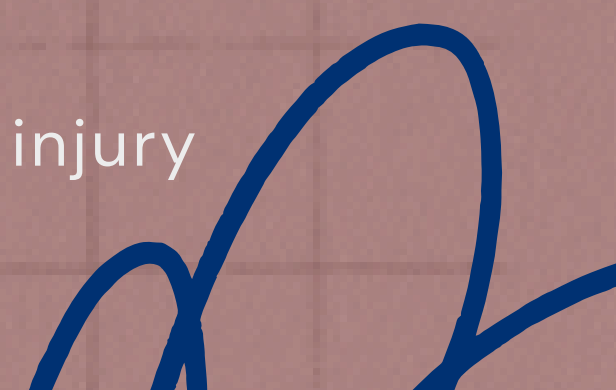


# What is Family Medical Leave Act (FMLA) ?

FMLA is a Federal law that provides eligible employees with **up to 12 weeks of unpaid, job-protected leave per year**. It is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. FMLA is an UNPAID leave.

When does an employee request FMLA/TDL?

- The employee serious health condition
- To care for a spouse, parent, or child with a serious health condition.
- The birth of a child to care for a healthy newborn, or placement of a child for adoption or foster care.
- A qualifying exigency resulting from a covered family members active military duty or call to active duty status.
- To care for a family member who is a covered US service member with a serious illness or injury that resulted from active military duty.

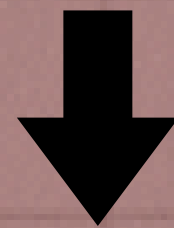


# Family Medical Leave Act (FMLA)

## Who is eligible to request FMLA leave?

You are an eligible employee if all of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months prior to your leave beginning.



## How do you request FMLA leave?

- Complete the Leave Request form in TalentEd
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible

**\*\*Medical certification by a certified physician is required\*\***



Employee on FMLA leave are required to exhaust all available leave once leave is exhausted pay will be docked . Docks can not be spread out across paychecks. Employee is responsible for entering all absences on Smartfind/Skyward .



To request FMLA leave you can scan this QR code or visit  
<https://bastropisd.tedk12.com/sso/Account/Login?ReturnUrl=%2Fsso%2F%3Fpid%3D2%26productUrl%3D>  
to be directed to TalentEd

# What is Temporary Disability Leave (TDL)

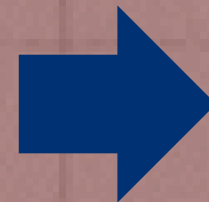
- The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. TDL is an UNPAID leave.
- The maximum amount of leave allowed under TDL is 180 calendar days and runs concurrently with any available paid leave you have. Calendar days for TDL include weekends and scheduled holidays.
- For any full months an employee is out on TDL, the employee is responsible for paying the employer contribution of their health insurance. If an employee is ineligible for pay while out on TDL they will need to make payment to Bastrop ISD for their benefit premiums by the 10th of each month.



# Temporary Disability Leave (TDL)

## Who is eligible?

Temporary Disability Leave (TDL) is only available to full time State Board Educator Certification (SBEC) certified employees who are medically unable to work and are not eligible for or have exhausted FMLA. Once request is submitted the Leave & Benefits department will determine your eligibility.



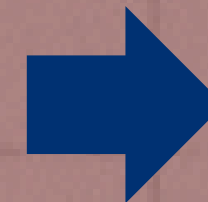
## How to request TDL?

- Complete the Leave Request form in TalentEd
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

Medical certification by a certified physician is required.



**Employee on FMLA leave are required to exhaust all available leave once leave is exhausted pay will be docked . Docks can not be spread out across paychecks. Employee is responsible for entering all absences on Smartfind/Skyward .**



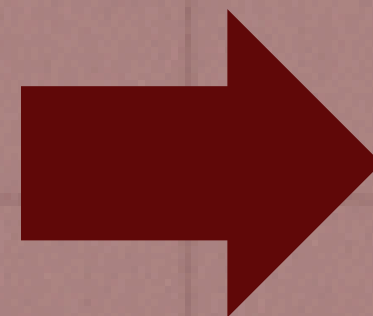
To request TDL leave you can scan this QR code or visit <https://bastropisd.tedk12.com/sso/Account/Login?ReturnUrl=%2Fsso%2F%3Fpid%3D2%26productId%3D> to be directed to TalentEd.

# Sick Leave Bank

- The Bastrop ISD Sick Leave Bank serves to alleviate some of the hardship caused to an employee and the employee's family when a catastrophic illness or injury forces the employee to exhaust all leave and lose compensation. The sick leave bank enables employees to give or receive critical care to family members or themselves, with the intent of relieving anxiety of the possibility of a sudden loss of income, while being confronted by severe illness or injury.
- If you donate a day each year, (you can opt in at open enrollment each year), and you meet the criteria below, you can request days from the Sick Leave Bank by submitting the attached Request Form along with the completed Sick Leave Bank Attending Physician's Statement (also attached). If the request meets the criteria, it then goes to a committee where approval is given or denied.

For the purposes of the sick leave bank, a catastrophic injury or illness is defined as a condition or combination of conditions that meets the following criteria:

1. Life-threatening; and/or
2. Requires 5 or more days of hospitalization or major medical treatment such as surgery, chemotherapy, radiation and the like; and
3. Has totally incapacitated the individual from work; and
4. Requires the services of an M.D. or D.O. throughout the period of the catastrophic leave, as certified by a medical professional.
5. The condition of pregnancy shall not be covered by sick leave bank. However, medical complications that arise from childbirth shall be considered.
6. Routine illnesses and general surgeries do not qualify as catastrophic, in general.
7. Worker's Compensation injury will not be covered by the Sick Leave Bank.



Request for Sick Leave Bank

Sick Leave Bank Physicians Statement

# Bastrop ISD Leave & Benefits Department

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