

FAQS

Bastrop ISD Leave Department



How can I check my leave balance? [Watch here](#)

I am a new employee and I need leave what can I do?

- Submit a leave request through TalentEd
- Even if you do not qualify for FMLA you may still qualify for Temporary Disability Leave

What are the types of leave offered by Bastrop ISD?

- Family Medical Leave Act (FMLA)**- FMLA is an unpaid, job protection leave. To be eligible for FMLA, an employee must be employed with the district for at least 12 months and have worked at least 1250 hours in the past 12 months. FMLA covers a serious health condition for yourself, spouse, child, or parent and can be taken consecutive or intermittently.
- Temporary Disability Leave (TDL)**- TDL is an unpaid job- protection leave. TDL is offered to all full time employees. TDL only covers a serious health condition for yourself and can only be taken consecutively
- Extended Sick Leave**

What can I expect after I submit a leave request?

- After you submit your request you will receive an email to your work account, with eligibility status and paperwork to be completed by your physician and returned.
- All correspondence will be delivered to your work email.
- Once you submit a request, you will receive a response within 48 hours. If you do not please contact the leave department at (512)772-7160.

What happens if my request is approved?

- If your request is approved your supervisor will receive an email with approved dates.
- It is your responsibility to put all absences in Skyward or Smartfind.
- For questions about substitutes please contact Cassandra Lafuente at clafuente@bisdtx.org
- Prior to your return to work you are required to submit a signed/completed Fitness for Duty from your physician.

What happens if my leave request was denied?

- If your leave request was denied you and your supervisor will receive a denial email.
- If you still are needing time off from work, please follow normal campus/departments procedure for a request of absence, however these absences will not be under a protected leave.

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When can an employee return to work?

-Employee must submit a completed and signed by physician fitness for duty prior to returning to work. Once fitness for duty has been submitted your administration will receive an email letting them know your return date.

Will I get paid while on leave? No

-All Family and Medical leave act and Temporary Disability Leave are **UNPAID.**

-If you have state and local leave days available, you will be required to use them while on leave per, BISD policy.

-Once you exhaust all the state and local leave days, you will subject to absence deducts.

-DOCKS are no longer spread across checks. We will take as much as possible from each check. Once your docks are paid in full your pay will return to normal.

Will my insurance stay active while on leave?

-Yes, as long as premiums are paid by the deadline.

If you do not receive a paycheck, leave & benefits department will contact you with the exact amount to pay in order for your insurance to continue to stay active.

-If you have nay questions about your benefits please contact Stephanie Davis at (512)773-7135 or stdavis@bisdtx.org