

Checklist for Long Term Leave of Absence

- _____ 1. Notify your immediate supervisor and/or Principal as to your need for leave as soon as possible.
- _____ 1a Complete the Application for Lengthy leave and have your supervisor/Principal sign it. The form should be returned to the Benefits office fax 972-215-5239 or interoffice envelop.
- _____ 1b Work with your campus to set up your absence in AESOP and possibly secure a long term sub.
- _____ 2. Get Certification of Medical Provider completed by your treating physician. Mail or fax back to HR within 15 days of the start of your absence. Fax 972-215-5239
- _____ 4. Contact the Benefits Office to set up a meeting to go over your wages during your absence as well as any additional benefits you will use while out. Email bbutler@irvingisd.net or call 972-600-5240 to set up an appointment.
- _____ 5. If you are a member of Sick Leave Bank, complete the application to use days and get Physician's statement completed and returned to the Benefits Office. Fax 972-215-5239
- Note: If the application is not received several days prior to the payroll cutoff for your docked days, your application will be postponed until the next pay period.
- _____ 6. If you have Disability Insurance, complete the Disability Claim form in full and return it to the Benefits Office. Fax 972-215-5239
- _____ 7. If you had a baby, you need to have the Confirmation of Delivery form completed and returned to the Benefits Office 2 weeks following delivery.
- _____ 8. If you had a baby and it will be covered on the District's Health Insurance, notify the Benefits Office within 31 days of the baby's birth to get it added.
- _____ 9. If you were out for a personal illness, you need to have your physician complete the Medical Release form and return it to the Benefits Office 1 week in advance of your return to work. You will not be allowed back to work without a release.
- _____ 10. Once you know the day you will be released, contact your campus to let them know the day you will be returning. Your campus will require confirmation from Benefits that a release is on file.