

## 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.
- \_\_\_\_\_ 1b Work with your campus to set up your absence in AESOP and possibly secure a long term sub.
- \_\_\_\_\_ 2. Contact Mrs. Severson in 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 [jseverson@irvingisd.net](mailto:jseverson@irvingisd.net) or Phone 972-600-5209
- \_\_\_\_\_ 4. Get Certification of Medical Provider completed by your treating physician. Mail or fax back to Mrs. Severson within 14 days of the start of your absence. Fax 972-215-5239
- \_\_\_\_\_ 5. If you are a member of Sick Leave Bank, complete application to use days and get Physician's statement completed and returned to Vanessa Cruz. 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 turn it in to the Benefits Office. There are 4 sections.
- 1) Employee's Statement,
  - 2) Authorization for Release of Information,
  - 3) Physician's Statement,
  - 4) Employer's Statement (will be completed by Benefits Office once all other sections are turned in).
- \_\_\_\_\_ 7. 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. You will need to turn in a "verification of birth facts" and complete a Benefits Change form to get the baby added.
- \_\_\_\_\_ 8. Once you are released back to work, contact your campus to let them know the day you will be returning. You must turn in a full work duty release from the doctor to your campus before they will let you back to work. Send a copy of the release to Mrs. Severson in Benefits.