



# GCCISD Leave of Absence FAQ

## FMLA

### **What is FMLA?**

FMLA is an unpaid job protection status for up to 60 working days while under doctor's care for a medical condition. Leave may be taken as a block of time or intermittently as defined by your physician.

### **Who is eligible?**

Full-time employees of GCCISD that have been employed for one full year, worked 1,250 hours, and have one of the qualifying reasons below:

- You have a serious health condition
- Birth or adoption of a child
- Need to care for a family member due to their serious health condition (Parent, spouse, child under the age of 18, or child over the age of 18 with a disability)
- Your immediate family member has been injured and needs care due to military duty
- You have been called to duty by one of our Government Military Branches

### **What do I need to do to apply for FMLA?**

- If you meet these qualifications, contact the district Benefits Office to request the required documentation.
- Submit documentation to your treating physician to be completed within 15 calendar days of requesting leave.
- Request your treating physician to fax or email completed forms to Benefits Office. (Fax number is (346) 216 – 3000 or email [benefits@gccisd.net](mailto:benefits@gccisd.net)).
- Notify your supervisor of your intent to take FMLA.
- Once documentation from physician has been received and approved, you and your campus/department personnel will receive a copy of your FMLA designation, an approval email with the effective date, and instructions for return to work.

### **While I am on FMLA, how do I receive pay?**

FMLA is an unpaid job protection. How you get paid depends on the number of days available in your leave balance, whether you are a member of sick bank or are enrolled in a disability plan.

### **How are my absences coded while on FMLA?**

When on FMLA, the secretary at your campus or department is responsible for entering your absences. Please notify them of how to code your absence depending on the benefits you are enrolled in. For example: if you have days you would like to save while on leave, ask the secretary to code you as FMLA w/o pay. Disability is



paid by an outside vendor and coding should be entered as FMLA w/o pay if you choose this option and want to save your GCCISD sick/personal days. All other options, absence should be coded as FMLA. If your leave is designated as intermittent, please notify your supervisor/secretary when a FMLA day is needed.

### **Are employees eligible to work from home while out on FMLA?**

No, once you are designated/approved for FMLA, you are not allowed to engage in any work-related activity. This includes emails, phone calls about work duties, onsite visit, and posting grades or work duty assignments.

### **What documentation is needed to return to work?**

A letter or doctor's note from your treating physician that completed your FMLA paperwork faxed or emailed to the Benefits Department prior to your return to work. Doctor's note should include the effective date you are eligible to return to work and if you have any restrictions. Notify your supervisor of your intent to return.

## **TDL**

### **What is TDL (Temporary Disability Leave)?**

TDL (Temporary Disability Leave under GCCISD) is an unpaid job protection status up to 180 calendar days for employees who are under their doctor's care for a serious medical condition and not eligible for FMLA due to eligibility reasons or you have already exhausted FMLA. This leave runs concurrent with FMLA and is effective from the first day of leave.

### **Who is eligible?**

Full-time employees of GCCISD that are being treated for a serious medical condition by their physician and are not eligible for FMLA due to being a new hire and not working for the district for one full year. You may also be eligible for TDL if you have exhausted FMLA and still need to be off work due to treatment for your medical condition. TDL is only available as a block of time and may not be taken intermittently or for the care of family members.

### **How do I apply for TDL?**

- If you meet these qualifications, contact the district Benefits Office to request the required documentation.
- Submit documentation to your treating physician to be completed within 15 calendar days of requesting leave.
- Request your treating physician to fax or email completed forms to Benefits Office. (Fax number is (346) 216 – 3000 or email [benefits@gccisd.net](mailto:benefits@gccisd.net)).
- Notify your supervisor of your intent to take TDL.
- Once documentation from physician has been received and approved, you and your campus/department personnel will receive an approval email with the effective date and instructions for return to work.



### **How do I receive pay while on TDL?**

TDL is an unpaid job protection. How you get paid depends on the number of days available in your leave balance, whether you are a member of sick bank or are enrolled in a disability plan.

### **How are your absences coded while on TDL?**

When on TDL, the secretary at your campus or department is responsible for entering your absences. Please notify them of how to code your absence depending on the benefits you are enrolled in. For example: if you have days you would like to save while on leave, ask the secretary to code you as TDL w/o pay. Disability is paid by an outside vendor and coding should be entered as TDL w/o pay if you choose this option and want to save your GCCISD sick/personal days. All other options, absence should be coded as TDL.

### **Are employees eligible to work from home while out on TDL?**

No, once you are approved for TDL, you are not allowed to engage in any work-related activity. This includes emails, phone calls about work duties, onsite visit, and posting grades or work duty assignments.

### **What documentation is needed to return to work?**

A letter or doctor's note from your treating physician that completed your FMLA paperwork faxed or emailed to the Benefits Department prior to your return to work. Doctor's note should include the effective date you are eligible to return to work and if you have any restrictions. Notify your supervisor of your intent to return.

### **Sick Bank**

#### **What is sick bank?**

The sick leave bank (SLB) is a voluntary pool of local leave days for a full-time employee who has exhausted all eligible leave days available. SLB days provide employees up to 30 days per request, up to a 60-day max per year while under doctor's care on FMLA / TDL. If caring for a family member, employees can receive 15 days per request, up to a 30-day max per year. SLB is only available for a block time and per request.

#### **Who is eligible for sick bank?**

Full-time employees who enrolled in sick bank at time of hire or during annual enrollment. To be eligible to apply for additional sick bank days, an employee must be off work under doctor's care for 8 consecutive workdays and use all their available leave days. This includes sick, personal, comp time and vacation days. You must be on FMLA or TDL, on a block of time off, and cannot be combined with disability plan or any other paid leave.

#### **How do I apply for sick bank?**

- If you meet these qualifications, contact the district Benefits Office to request the required documentation.
- Submit documentation to your treating physician to be completed within and returned prior to SLB committee meeting for review.



- Request your treating physician to fax or email completed forms to Benefits office. (Fax number is (346) 216 – 3000 or email [benefits@gccisd.net](mailto:benefits@gccisd.net))

### **How are the sick bank days applied to my paycheck?**

Please note that the SLB Committee meets once a month. If you are approved for SLB days, a report is sent to payroll and your days will be applied to previous absences already taken that were docked or current absences that have not been consumed in payroll. If you are in a no pay status, your approved days will be applied to the next payroll. Each request submitted is only available for up to 30 days for employees and up to 15 days for care of a family member. If you are out longer than your initial request, you will need to apply for additional time with a new request for the consideration at the next committee meeting.

### **Disability Plan**

#### **What is a disability plan?**

The disability plan is designed to be an income replacement while you are off work under doctor's care for your health condition. It provides up to 60% of pay depending on the waiting period you chose during your enrollment period. This plan will cover short- and long-term disability.

#### **Who is eligible?**

Any full-time employee who enrolled in disability as a new hire or during annual enrollment. To apply for disability, you must be off work on FMLA or TDL and your medical consultation and treatment must begin after the effective date of your policy for new enrollment.

#### **How do I apply for disability?**

- If you meet these qualifications, contact the district Benefits Office to request the required documentation.
- Submit documentation to your treating physician to be completed prior to your leave effective date.
- The disability process is handled by the Hartford directly.

#### **How are my absence coded?**

If you apply for disability, you cannot continue pay through GCCISD. You will notify the secretary at your campus or department to code you as FMLA w/o pay or TDL w/o pay depending on your leave status. The number of days without pay will depend on disability pay out timeline. Depending on when disability stops payment and you still have days available to use, contact your campus or department secretary to change absence coding to FMLA or TDL.



## **Workers' Compensation**

### **What is workers' compensation (WC)?**

Workers' compensation (WC) is an insurance program managed by the State of Texas. It provides pay and medical benefits to employees who have a work-related injury or illness.

### **Who is eligible for workers' compensation?**

All employees of GCCISD that have suffered a work-related injury or illness.

### **What do I need to do to apply for workers' compensation benefits?**

- Notify your immediate supervisor within 24 hours of a work-related injury-regardless of whether you require medical attention.
- A First Report of Injury (FROI), Acknowledgment of Medical Alliance, and Election of Leave form will need to be filled out with your supervisor so that it can be submitted for processing.
- Once documentation from your campus/department has been received by the Benefits office and submitted to our insurance carrier, you will receive a notification from the Benefits office.
- For emergencies, you may go to the nearest emergency room.
- For non-emergencies, employees may be seen at the GCCISD Employee Wellness Clinic. If seeking treatment after hours, employees must choose a treating physician from the Alliance Provider Network list at [www.pswca.org](http://www.pswca.org).
- You are responsible for informing the treating physician of your current job duties.
- You must keep the Benefits Supervisor updated on work status after each check up with the treating physician until you receive a full release to return to work.

### **While I am on workers' compensation, how do I receive pay?**

How you get paid while on WC, depends on the number of days available in your leave balance and how many days of lost time you have had due to the injury. If you are out for 8 days due to a compensable workers' compensation claim, you may be eligible to receive Temporary Income Benefits (TIB). **Please note, wages paid through Workers' Comp. (TIB's), are not reported to the Teacher Retirement System of Texas.**

### **How are my absences coded while on workers' compensation?**

- While on worker' compensation, the secretary at your campus or department is responsible for entering your absences. The selection you make on the Elect Leave Form, will let us know how to code your absence depending on whether you chose to use your own leave or elect to receive TIB benefits from WC (you will not receive TIB benefits from TASB Risk Management Fund until you reach the eight day of lost time). For example: if you have days you would like to use while out on WC, ask the secretary to code your absence as Workers Comp. If you would like to receive TIB benefits from WC, coding should be entered as Workers Comp w/o pay.



**What documentation is needed to return to work?**

Submit the status report from your WC treating physician to the Benefits Department by email prior to your return to work. Doctor's note should include the effective date you are eligible to return to work and if you have any restrictions. Notify your supervisor of your intent to return.

**For additional questions or concerns please contact:**

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