



**MONTGOMERY COUNTY PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT
APPLICATION FOR TEMPORARY MEDICAL
DISABILITY LEAVE**

200 Junkin Street
Christiansburg, VA 24073
(540) 382-5100
fax # (540) 382-5106

INSTRUCTIONS: Employee complete Section I, then forward to Human Resources Department. A letter of explanation stating the reasons and/or purposes for this leave must accompany application.

NAME _____
POSITION _____

DATE _____
LOCATION _____

SECTION I

1. I wish to make application for medical leave covering the period from
_____ , 20____ to _____ , 20____
Month Day Year Month Day Year

2. I wish to continue hospitalization insurance benefits. (For a maximum of one year. Premium assistance will not be available. Payment is required in advance, by the 15th of preceding month.)
Yes_____ No_____

3. I wish to continue group life insurance benefits. (For a maximum of one year. Premium assistance will not be available. Payment is to be paid for the year in advance.)
Yes_____ No_____

Employee Signature

Date

SECTION II

The above application for medical leave is APPROVED_____ DISAPPROVED_____

Signature of Superintendent or designee

Date

Policy: 5-7.5 (excerpt)

TEMPORARY MEDICAL DISABILITY

Personnel employed on a regular salaried basis may request or be placed on leave of absence for temporary medical disability if the School Board determines, after consultation with a physician who has performed a thorough medical examination, that the employee's condition interferes with the performance of regular duties. The physician performing the examination shall be employed by the School Board to perform such services or the employee's physician, upon approval of the Department of Human Resources, may perform such examination. Such employee has the right to present testimony and/or information relevant to his/her fitness to continue the performance of regular duties. The length of a leave of absence for temporary disability shall in no event be less than 180 days. Any leave granted pursuant to the Family and Medical Leave policy in the past twelve (12) months (or in the past fiscal year) will be deducted from the leave granted for temporary medical disability.

Adopted: April 2004
Revised: August 2004