

Paid Leave

State Personal Leave—Five days earned yearly

Local Sick Leave—Five days earned yearly

Local Service Leave— granted one day of leave for each increment of five years of service

Comp Time— time worked over contracted hours

Summer Non-Workday- 226 day employees

Vacation- 260 day maintenance employees

State Sick Leave—earned before May 30, 1995

Extended Leave—up to 20 days

Sick Leave Bank—up to 15 days (membership required)

Discretionary Leave

- Discretionary—taken at the individual's discretion and scheduled in advance. These limitations apply:
 - May not exceed 3 workdays
 - Approval by supervisor before leave is taken

Comp Time

- Only applies to nonexempt employees who work over contracted hours
- Must be used before all other paid leave
- Must be used by the end of the duty year
- Use may not unduly disrupt district operations
- Accrual is limited to 60 hours

Local Personal (Sick) Leave

- Available for use at the beginning of the year
- Prorated for employees who start after the first day or leave before the end of the year
- Accrual limited to 60 days

Local Service Leave

- Employees in the district serving 5 or more years are granted one day of leave for each increment of five years of service, to a max of 3 days
 - 1 day after 5
 - 2 days after 10
 - 3 days for 15 years and over
- Does not accumulate

Unpaid Leave

Family Medical Leave (FML)— up to 12 weeks for standard FML and 26 weeks for military caregiver leave

Temporary Disability Leave (TDL)—180 calendar days (granted only to employees in positions requiring SBEC certification)

State Personal Leave

- Available for use at the beginning of the year
- Prorated for employees who start after the first duty day or leave before the end of the year
- Non-Discretionary—for personal or family illness, family emergency, death in the family, or active military service
 - Medical certification required if absence is more than 3 consecutive days
 - Runs concurrent with FML and TDL when applicable
- Balance is transferable to other Texas school districts
- Accumulates without limit

Catastrophic Sick Leave Bank

- Membership requirements in SLB handbook
- Must be certified by an approved healthcare provider
- Leave granted with full pay
- Available after all paid leave has been exhausted
- May be used for the employee or the employee's immediate family

Extended Leave

- Provides extended (reduced) income and benefits protection to an employee who has exhausted all other paid leave.
- Maximum of 20 leave days to be used only for the employee's own personal illness or injury, including pregnancy-related illness or injury.
- A written request for extended sick leave and a medical certification are required
- An additional medical certification may be required after 10 days
- Contact HR to calculate the reduced rate of pay

Protected Days

Board policy does not allow employees to take personal (discretionary) leave on :

- The day before a school holiday
- End-of-semester exam or end-of-year exam days
- Days scheduled for state-mandated assessments
- The first or last day of a grading period
- Professional or staff development days

Family Medical Leave (FMLA)

- Contact Benefits for required forms
- Medical certification is required
- Runs concurrent with paid leave and TDL
- Unpaid leave if employee has exhausted all paid leave
- Qualifying events:
 - Employee's serious health condition
 - A serious health condition of a child, spouse, parent
 - Birth, adoption or foster placement of a child
 - Qualifying exigency because of a family member's covered active military duty
 - To care for a covered servicemember with a serious injury or illness sustained in the line of duty
- Must be employed with the district for 12 months and worked at least 1,250 hours to be eligible
- Provides job reinstatement and continued health insurance coverage

Summer Non-Workdays

- Only applies to 226 calendar day employees
- 10 days granted in September, must be used by the following August 31st.
- Does not accumulate

Vacation

- Only applies to 260 calendar day employees
- Begin earning after 1 year of service
- 10 days granted in July, must be used by the following June 30th.
- Does not accumulate

Check with Benefits to determine other leave eligibility

Order of use : Comp | Summer Non Workday/ Vacation | Service Leave | Local | State

An employee's failure to provide Human Resources with medical certification from a physician may make the employee ineligible for leave.