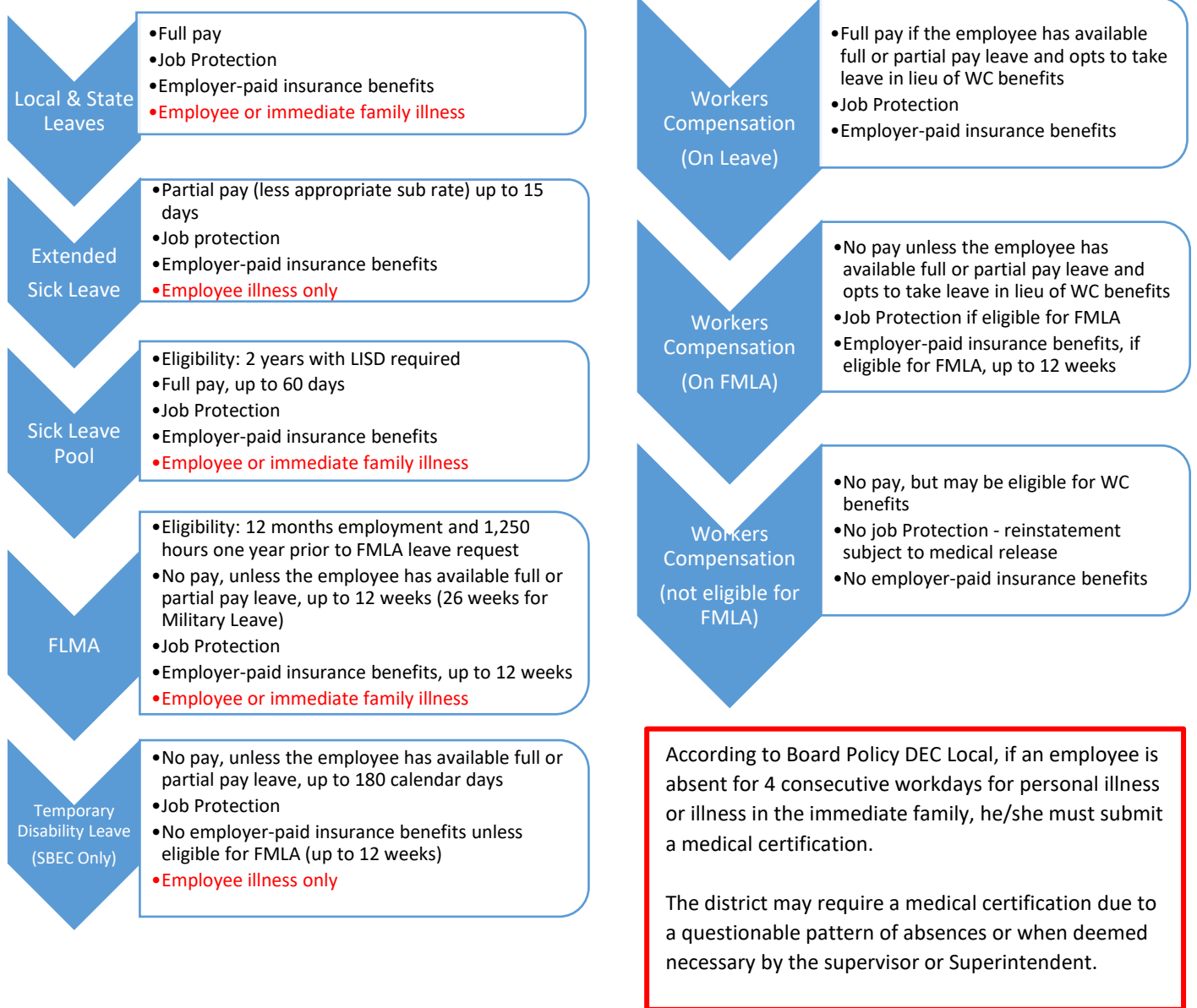


LACKLAND ISD

LEAVE ADMINISTRATION FLOWCHART

According to Board Policy DEC Local, all leaves shall be used on a **concurrent basis**. The flowchart below illustrates the federal, state and local leaves, including eligibility for job protection and employer-paid insurance benefits.



Note. Employees must submit a return-to-work medical certification after an extended absence (defined as absent for 4 or more consecutive days) and/or as deemed necessary by the supervisor or Superintendent. If an employee has any work-related restrictions, the HR/Payroll department must approve the restrictions before the employee may return to work.