



EXPLANATION OF LEAVES AND ABSENCES POLICIES

If your position normally requires a substitute, then all leave time must be used in half or full day increments. If your position does not normally require a substitute or if you are approved for FMLA, then all leave time can be used in hourly increments. Contact the HR department if you do not know if your position normally requires a substitute or approved for FMLA. Staff must follow district, department, and/or campus procedures to report/request leave by completing appropriate forms, if required. All leave time can be used in any order.

LOCAL DAYS: 5 local days are granted to employees who work at least 30 hours a week per school year. Local leave can be used for any reason but cannot exceed 5 consecutive workdays. If you are employed less than the total number of days for your assignment, then you will have a prorated amount of days in accordance with the Staff Handbook. Local days carry forward, cap off at 35 days, and are lost and not paid out if you transfer to an assignment less than 30 hours per week or leave Duncanville ISD entirely.

STATE DAYS: 5 state days are granted to employees who have an assignment. State leave can be used for any reason but cannot exceed 5 consecutive workdays. If you are employed less than the total number of days for your assignment, then you will have a prorated amount of days in accordance with the Staff Handbook. State days carry forward, do not cap off, and are not lost or paid out if you transfer to an assignment less than 30 hours per week or leave Duncanville ISD entirely. Days are transferrable to other TRS reporting entities.

VACATION DAYS: 10 vacation days per school year can be used for any reason and are granted to employees who work at least 30 hours per week and 260 days or more per school year. If you are employed less than the total number of days for your assignment, then you will have a prorated amount of days in accordance with the Staff Handbook. Vacation days do not carry forward and are lost and not paid out if you transfer to an assignment less than 30 hours per week, an assignment less than 260 days, or leave Duncanville ISD entirely.

FLEX DAYS: Flex days can be used for any reason and are granted to employees who work at least 30 hours per week and 226 days per school year. If you are employed less than the total number of days for your assignment, then you will have a prorated amount of days allocated by Human Resources. 5 flex days carry forward to the next school year and are lost if not used by December 31st. Flex days are lost and not paid out if you transfer to an assignment less than 30 hours per week or an assignment less than 226 days. The number of flex days vary depending on the 226 day calendar every school year.

COMP TIME: Comp time can be used for any reason and is earned by non-exempt employees who are paid monthly. This excludes Nutrition Service Managers, Police Officers/Dispatchers, and District Chef. Comp time cannot accrue beyond 60 hours and, if so, the employee may be required to use comp time at the district's option. Comp time may be used at either the employee's or the District option when in the best interest of the district. Comp time does not carry forward and is paid out once a year in the month of July at the employee's regular hourly rate if any comp time remains at the end of the duty year.

LWOP: Leave without pay is to be used when an employee has no other form of applicable leave time. This form of leave is not allocated and will result in dock pay. See Pay Schedule for dock pay date ranges.

JURY DUTY: Jury duty is to be used when an employee is serving in any phase of jury service. This form of leave does not apply to any personal court appearances and/or business. This form of leave is not allocated and will not result in dock pay.

STAFF DEVELOPMENT DAYS: Staff development days are to be used when an employee is performing duties as described in the Texas Education Code 21.451(a) as well as the Board Policy Section: DMA (Legal) Professional Development. See immediate supervisor as to when this form of leave is to be used.