



LACKLAND
Independent School District

Everything YOU Need to Know...
About Leaves & Absences

Leaves and Absences

- Some leaves are required by federal law and others by state law
- Local leaves are provided subject to School Board Policy

Federal Leave Types

- Family & Medical Leave
 - Governed by the Family and Medical Leave Act (FMLA) of 1993, as amended in 2009
- Types of FML
 - Family & Medical Leave
 - Military Caregiver Leave
 - Qualifying Exigency Leave

Federal Leave Types

- Family & Medical Leave
 - For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).
 - [DECA Legal](#)

State Leave Types

- State Personal Leave
 - Started in 1995-96 for all employees
- State Sick Leave
 - Provided prior to 1995-96 to professional and paraprofessional employees only
- Temporary Disability Leave
 - Only SBEC-certified staff is eligible
- Assault Leave
 - District employee who is physically assaulted during the performance of their duties is eligible
- Refer to Board Policy: [DEC Legal](#)

Local Leave Types

- Local Sick Leave
 - Must be used in accordance with rules for State Sick Leave
 - Illness of employee
 - Illness of member of employee's immediate family
 - Family emergency
 - Death in the employee's immediate family
 - During military leave
- Refer to Board Policy: [DEC Local](#)

Local Leave Types

- Extended Sick Leave
 - After all available state and local leave days have been exhausted, an employee shall be granted in a school year a **maximum of 15 leave days** of extended sick leave to be used only for the employee's own catastrophic illness or injury, including pregnancy-related illness or injury.
 - This is a partially paid leave.
- Refer to Board Policy: DEC

Local Leave Types

- Sick Leave Pool
 - An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee. (Maximum Days = 60)
- Refer to Board Policy: DEC

Order of Leave Usage

- Earned compensatory time (applicable to non-exempt staff only) shall be used before any available paid state and local leave.
- Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:
 - 1. Local leave.**
 - 2. State sick leave**
 - 3. State personal leave**

How Many Days of Leave Can I Earn Per Year?

- If you are employed the entire school year (work calendar), you can earn the following state and local leaves:
 - State Personal Leave – 5 days
 - Local Sick Leave –
 - 10-month staff – 5 days
 - 11-month staff – 6 days
 - 12-month staff – 7 days

Things to Do....

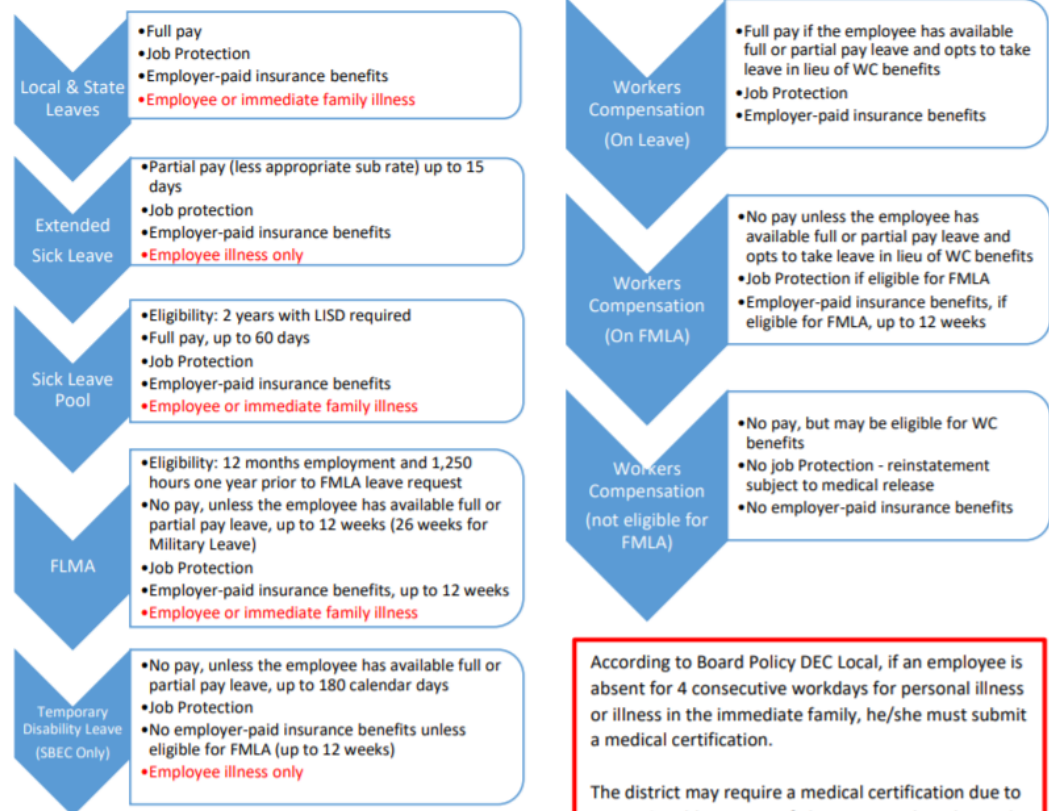
- When you need to take leave....
 - Notify your immediate supervisor
 - Review the appropriate School Board Policies related to Leaves and Absences
 - Determine which leave type(s) apply to your planned absence from work
 - Review your available leave (refer to your most recent paystub)
 - Submit the appropriate leave request via the Absence Management System (AESOP)

Leave Administration Flowchart



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.



According to Board Policy DEC Local, if an employee is absent for 4 consecutive workdays for personal illness or illness in the immediate family, he/she must submit a medical certification.

The district may require a medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent.

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.

And, the Most Important Thing.....

- Visit the Payroll Department
 - We will walk you through the available leaves



Attendance Incentive Program

- You may be eligible for a stipend if you have “perfect” or “near-perfect” attendance during YOUR entire school year (work calendar)!
 - Refer to the program guidelines (included in the Compensation & Benefits Handbook).
 - **0 Absences = \$750**
 - **1 Absence = \$500**
 - **2 Absences = \$250**

Questions



Submit your questions via email to:
estrada.r@lacklandisd.net