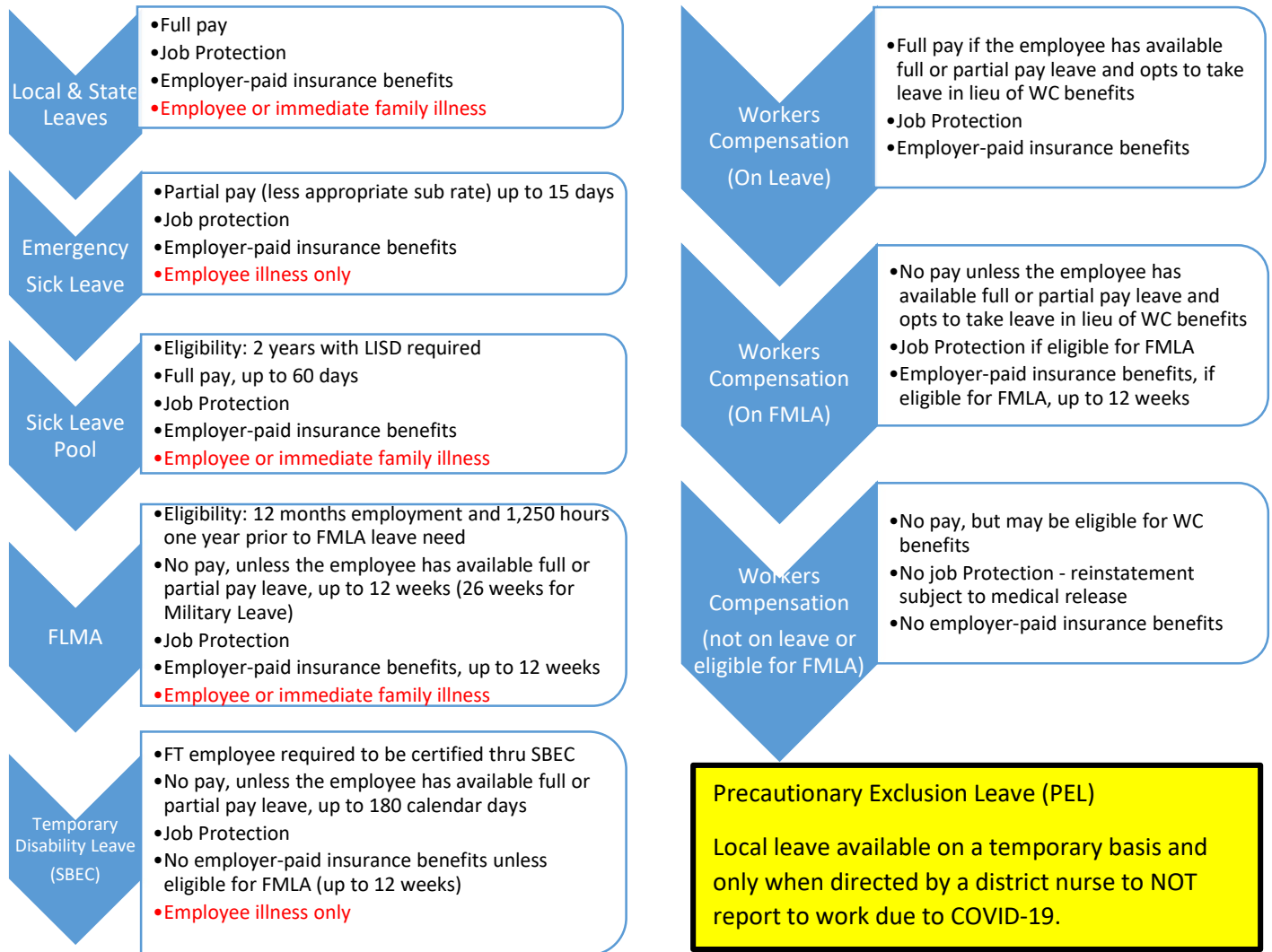


LACKLAND ISD LEAVE ADMINISTRATION FLOWCHART

According to Board Policy DEC Local, all leaves shall be used on a concurrent basis. The flowchart below illustrates the leave details, including potential pay, job protection and employer-paid insurance benefits.



Note. If an employee does not have available leave (including emergency sick leave and sick leave pool), and is not eligible for FMLA, the employee has no job protection and is not eligible for the employer-paid insurance benefits. The employer-paid insurance benefits will stop at the end of the month during which the last paid leave day occurs.

Note. Telework, while tracked as a leave, is not a leave. Telework is only available to employees in a Telework authorized position after executing the Telework Agreement and ONLY for: 1) COVID-19 related stay-at-home, isolation or quarantine directives from the district, and 2) full-day, virtual professional development approved by the immediate supervisor.