

State Leave—Five days

Local Sick Leave—Two days

State Sick Leave—earned before May 30, 1995

State Personal Leave

- Available for use at the beginning of the year
- Prorated for employees who start after the first duty day of the year or leave before the end of the year
- Discretionary—taken at the individual's discretion and scheduled in advance. These limitations apply:
 - May not exceed five workdays
 - Must be approved by supervisor before leave is taken
- 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 five consecutive days
 - Runs concurrent with FML and TDL when applicable
- Accumulates without limit

Local Personal (or Sick) Leave

- Description of leave and purpose it can be used (personal or sick)
- Two days provided
- Available for use at the beginning of the year
- Prorated for employees who start after the first duty day of the year or leave before the end of the year
- Possible medical certification requirement

Catastrophic Leave Pool or Bank

- Contact Dept. of Human Resources for paperwork
- Must enroll to be a member
- 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
- Maximum of 30 days per school year

Family Medical Leave (FML)

- Contact Jessica Morris 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 service member 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

Temporary Disability Leave (TDL)

- Contact Jessica Morris for required forms
- Unpaid leave if employee has exhausted all paid leave
- Runs concurrent with district paid leave and Family Medical Leave
- Must be certified by a doctor
- May not be taken on intermittent basis
- For own personal illness only
- An employee's notice of an extended absence shall serve as a request for temporary disability leave

Assault Leave

- Provides extended income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job
- Applies only to physical injuries
- Medical certification is required
- Must be coordinated with workers' compensation
- Limited to two years from the date of injury

Medical Certification

Any employee who is absent more than five days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness the employee's fitness to return to work.

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

Other Leave Benefits

- Jury Duty
- Truancy Court Appearances
- Religious Observance
- Military Leave
- Bereavement