Pearland Independent School District Leave Days

All Employees State and Local Leave Days

All employees will earn five (5) state days and five (5) local days for a total of ten (10) leave days per year. Leave days can be used for the following absence reasons.

- Personal Illness
- Family Illness
- Death Immediate Family
- Discretionary (needs approval)

Employees who are absent more than five (5) consecutive days will be required contact the benefits office prior to their return to duty.

Days are advanced at the start of the school year before they are earned. Leave days are earned according to *Table 1*. Employees who separate from employment prior to earning days they have used will be docked on their final paycheck.

Number of Days Employed	Days Earned Local	Days Earned State
0-17	0	0
18-35	.5	.5
36-53	1	1
54-71	1.5	1.5
72-89	2	2
90-107	2.5	2.5
108-125	3	3
126-143	3.5	3.5
144-161	4	4
162-179	4.5	4.5
180+	5	5

Table 1

230 Day Employees Non-Duty Days

Employees with assigned duty days of 230 are expected to work their days within the designated official work calendar. A 230-day employee has ten "non-duty" days to schedule with his/her supervisor. Non-duty days are unpaid and do not accumulate. Non-duty days should be taken prior to September 1 (two months after the end of the preceding fiscal year). Upon separation of employment, a 230-day employee is not compensated for any non-duty days. If separation is prior to the end of the designated work calendar, employees will be docked for the non-duty days they have used.

240-261 Day Employees Vacation Days

An employee who works at least six hours per day in a position normally requiring at least 240 workdays per year is eligible for paid vacation. Calculations for vacation are based on an employment year of July 1 through June 30. Employees earn ten (10) vacation days per year when they work the full employment year. Late hires earn vacation time at the rate of $5/6^{th}$ of one day for each full month of employment within the fiscal year. Vacation days are granted each July to employees who worked the previous school year. All earned vacation days should be used prior to November 1 that is 16 months after the end of the fiscal year in which the vacation days were earned.

For clarification on any of the above-mentioned employee leave days, please see board policies DEC Local and DED Local.