

## HARDIN-JEFFERSON ISD LEAVE BENEFITS

See Board Policy DEC(Local) and the Employee Handbook for further information.

### • HJISD LOCAL LEAVE

HJISD provides local sick leave for an employee above and beyond state personal leave. HJISD local sick leave is provided as follows:

All full-time employees receive: 5 days of local sick leave per year\*

HJISD sick leave may be used for personal illness, illness of a member of the employee's immediate family, family emergency or death in the employee's family. This leave is NOT available for use at an employee's discretion. At the end of the year, all unused HJISD local sick leave is carried over to the next school year. If an employee resigns from HJISD, any unused sick leave is lost.

\*If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.

### • STATE PERSONAL LEAVE

The State of Texas provides 5 days of leave each school year. This leave may be used for personal illness, illness of a member of the employee's immediate family, or death in the employee's family. This leave may also be used at an employee's discretion, subject to HJISD policy limitations.

At the end of the year, all unused state leave is carried over to the next school year. If an employee resigns from HJISD, any used state leave may be taken with the employee to another public school district in Texas.

### • BEREAVEMENT LEAVE

HJISD provides 5 days of paid leave of bereavement for the death of an employee's immediate family member. The term "immediate family" is defined as:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time

### • EXTENDED LEAVE

If all local sick leave and state personal leave is exhausted, an employee may be considered for extended leave at a reduced rate of pay up to 30 days in a school year. (Daily rate less the cost of a substitute)

### • SICK LEAVE POOL (DONATED LEAVE)

An employee who has exhausted all paid leave (which includes Extended Leave) may request the establishment of a sick leave pool, to which District employees may donate only local leave for use by the eligible employee.

### • FAMILY MEDICAL LEAVE

By federal law, a regular employee who has worked in HJISD for at least one year may be considered for "family medical leave" under two circumstances: (1) the employee or immediate family member has a "serious health condition," or (2) the employee wishes to take time off for "parenting" within one year of the birth or adoption of their child. FMLA is unpaid leave.

This leave allows an eligible employee to continue receiving medical insurance benefits under any group health plan on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. (provided that the employee returns to work in HJISD).

During FMLA leave, the employee must continue to pay the employee's share of group health plan premiums.

(Use of state and local leave may be used during Family Medical Leave)

• REIMBURSEMENT FOR UNUSED LEAVE:

All full-time employees **retiring** from the District shall be reimbursed for unused state leave and local sick leave upon retirement, subject to the following provisions:

- The employee must fulfill the requirements for retirement under the Teacher Retirement System of Texas (TRS) or Employees Retirement System of Texas (ERS).
- The employee must have been continuously employed by the District for at least ten years immediately preceding retirement.
- Reimbursement shall be a one-time payment made upon retirement according to the following rates based on years of service with the District:
  - a. 10–14 continuous years \$15 per day
  - b. 15–19 continuous years \$20 per day
  - c. 20–29 continuous years \$25 per day
  - d. 30 or more continuous years \$30 per day

For the purposes of this policy, an approved leave of absence shall not be considered an interruption in service.

Please note: Employees terminated or that leave voluntarily without retiring, will not be reimbursed for unused leave.

---

Employee Signature

---

Date