Benefits Payment Method (AL)

Once application for Workers' Compensation Benefits are processed, the WC carrier will pay Temporary Income Benefits (TIBs) at approximately 70% of the pre-injury wage. The district will deduct the weekly TIBs payment from the regular pay of the employee and pay only the difference to assure that the employee is at 100% of his/her pay, but no more than a combined total of 100%.

Bereavement Leave

Use of state leave and/or local leave for death in the immediate family shall not exceed ten workdays per occurrence, subject to the approval of the District.

Discretionary

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request 3 days in advance of the anticipated absence to his or her principal or supervisor. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Nondiscretionary Leave

Leave taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

Jury Duty

An employee shall be granted leave in half-day increments with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service. DEC (Local)

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Local personal leave is earned five to seven days per year depending on length of employment schedule. A day of personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Sick Leave Bank (SLB)

The District offers a sick leave bank program to all eligible employees. This program is administered by the Teacher Communication Committee (TCC). The TCC (Teacher Communication Committee) recognizes that an employee's best defense against loss of income due to an extended illness or accident is the accumulation of sick leave days and a long- term disability insurance policy. With this in mind, the following Catastrophic Sick

Leave/Accident Bank was designed. It is our belief that the opportunity for membership and the additional protection provided will promote and reward good stewardship of sick leave among the professional and classified personnel.

Purpose (SLB)

The TCC Catastrophic Sick Leave/Accident Bank will provide additional sick leave for bank members who are experiencing a catastrophic illness/accident. It will be used after all available leave is exhausted and before the extended sick leave benefit is applied [see Board Policies DEC (LEGAL) and DEC (LOCAL)].

Definitions Related (SLB)

The TCC Catastrophic Sick Leave/Accident Bank will provide additional sick leave for bank members who are experiencing a catastrophic illness/accident. It will be used after all available leave is exhausted and before the extended sick leave benefit is applied [see Board Policies DEC (LEGAL) and DEC (LOCAL)].

A catastrophic illness is defined as that of a serious nature, not a mere passing disorder or temporary ailment, requiring treatment by a physician or hospital. Although some degree of permanency is usually involved, the disease need not necessarily be incurable or permanent. Catastrophic illnesses include but are not limited to: cancer, heart disease, multiple sclerosis, stroke, muscular dystrophy, sickle cell anemia, rabies, diphtheria, encephalitis, meningitis, osteomyelitis, poliomyelitis, and tularemia. Pregnancy delivery will not be covered by this sick leave bank. Complications arising from childbirth may be considered by the Committee on an individual basis.

The TCC/Denton ISD Sick Leave Bank is defined as a pool of local sick leave days, contributed by the school district and eligible personnel, to be used by the members of the bank. The Denton ISD contributed 100 sick leave days to assist in its establishment in July of 1986.

Eligibility for Initial Enrollment (SLB)

All full-time professional and classified personnel employees may apply for membership.

Procedures for Joining (SLB)

- An employee who is eligible to join the Sick Leave Bank may do so by contributing two days of local sick leave
- The enrollment period for employees will be July 1 through September 30
- Employees desiring to join the bank shall complete the membership application form and submit it to their campus TCC representative, who will verify the employee's eligibility. Upon approval, the application will be sent to the Payroll Department in the Business Office
- Employees who are eligible but do not join the bank within three years of the date of employment shall forfeit all rights to membership

Regulations Concerning Contribution of Days (SLB)

- Contributed days will be subtracted from the member's local sick leave record
- The two days contributed become the property of the Denton ISD Sick Leave Bank. All contributed days will remain in force and will not be returned even upon cancellation of membership
- Members using two or more days from the bank during the school year will be required to repay two days from their advanced sick leave the following school year before September 30th. Members using fewer

than two days will repay the number of days actually used. This is a requirement even if membership is cancelled

- If the bank falls below one times (1x) the number of participating members on July 1of any year, participants will be assessed one additional day. Should an assessment of the general membership be required, members who join during that enrollment period will contribute a maximum of three days
- All unused sick leave days in the bank at the end of the school year shall be carried over to the next school year
- If a member resigns from the district, the days contributed for membership remain the property of the bank and all rights to benefits of the bank are forfeited. If, at a later date, a former member is re-employed, membership may be renewed by contributing two additional local sick leave days during the enrollment period. Withdrawal of membership from the bank must take place between July 1 and September 30
- An employee who cancels membership in the bank shall forfeit all future rights to eligibility

Regulations for Granting Days (SLB)

- The following conditions must be met prior to applying for catastrophic sick/accident leave from the bank:
    - All state and local sick leave must be exhausted
    - The employee must be a member of the District Sick Leave Bank
- The Sick Leave Bank may be used for the contributor's own personal illness or injury, as previously defined; it may be granted for a member's absence due to the catastrophic illness/accident of a spouse or child only
- The maximum number of sick leave days that may be granted to an employee for personal illness/accident will be twenty five days per school calendar year. (July 1 -June 30)
- The maximum number of sick leave bank days that may be granted to an employee due to absence for illness/accident of a spouse or child will be 10 days per year
- The lifetime maximum number of Sick Leave Bank days that may be granted to an employee is seventy five days
- Leave from the bank may not be used for a disability which would qualify the member for Workmen's Compensation
- A member must apply for days from the Sick Leave Bank by the first of the month to prevent a salary deduction from his/her pay. Otherwise, repayment for approved days will be delayed until the next pay period
- All forms for application, participation or cancellation in the Sick Leave Bank shall be available in the principal's office of each school in the DISD, as well as in the Payroll Office. It shall be given to any member on request

How to Apply for Days (SLB)

- Obtain forms from your campus TCC representative or the Payroll Office
- Complete and return to your TCC representative:
    - Form 2-Request for Sick Leave Bank Days
    - Form 3-Attending Physician's Statement

Governance Committee (SLB)

The committee to administer the Sick Leave Bank and to approve the application shall consist of the Superintendent of Schools or designee, the Supervisor of Payroll, and the Teacher Communication Committee (TCC). The chairperson of the committee will be the chairperson of TCC.

State Sick Leave (Earned Prior to 1995)

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave may be coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

Sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Use of Leave

Leave is available for the employee's use at the beginning of the school year. However, state personal and local leave is accrued as it is earned. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Leave must be used in one-half day increments. However, if an employee is taking family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State Sick Leave accumulated before the 1995-96 school year
- State Personal Leave

Local Days			State Days
Work Schedule Normally Requiring	Leave Days Earned	Maximum Days of Accumulation	The District shall provide employees with five days per year of state personal leave, with no limit on accumulation and no restrictions on transfer among districts. The District may provide additional personal leave beyond this minimum.
9–10 months	5 workdays	90 workdays	
10 1/2 months	5 1/2 workdays	99 workdays	
11 months	6 workdays	108 workdays	
12 months	7 workdays	126 workdays	

Late hires or employees planning on leaving Denton ISD may contact the Payroll Department at ext. 0020 to verify actual leave days earned during time of employment.