

## FRONTLINE ABSENCE REASONS

### ABSENCE TYPES

*This is a summary of absence types. Please refer to the Employee Handbook for a more detailed description of each.*

**Administrative Leave:** Absence is due to placement on administrative leave

**Assault Leave:** Absence is due to injury as a result of a physical assault suffered during the performance of a job

**\*\*Comp Time:** Nonexempt employees earn comp time for each overtime hour worked. Must be used before any other paid state, local, vacation leave and Non-Duty Days.

**\*\*Jury Duty:** Absence to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Non personal business.

**\*\*Leave Without Pay:** To be used once an employee on District approved leave has exhausted all state, local, and vacation days and comp time.

**\*\*Local Leave:** Local days earned. Leave taken for personal, family illness, family emergency, death in the family or active military service.

**Military Leave:** To be used once an employee on active military service has used all state, local, and vacation days and comp time.

**\*\*Non-Duty Day:** Employees who work a schedule of 226 workdays per year are entitled to non-duty days. Non-duty days are **UNPAID** vacation days; they are not paid leave days. Non-Duty days may be taken at any time during the calendar year with the employee's immediate supervisor's permission.

**\*\*State Leave ("Personal Leave"):** State days earned. Leave taken for personal, family illness, family emergency, death in the family, active military service, or discretionary leave. Discretionary leave should not exceed three consecutive workdays.

**\*\*Old State Sick Leave:** Applicable to very few employees for leave accumulated before 1995. May be used for employee or family illness, family emergency, death in the immediate family, active military service.

**\*\*Vacation:** Employees working at least 260 workdays per year earn vacation days. Must be continuously employed at least six months before entitled to take paid vacation leave.

### ABSENCE REASONS for SCHOOL BUSINESS RELATED ITEMS

**\*\*Campus PD 199:** Absence is for a professional development and substitute will be paid out of the campus local (Fund 199) budget

**Campus PD 211:** Principal approved absence for professional development and substitute will be paid out of the campus Title I (Fund 211) budget. Must be approved by campus Principal and Executive Director of State/Federal Programs.

**\*\*Co/Extra Curricular:** Absence is due to a co-curricular or extra-curricular event such as Athletics, UIL, competitions, etc.

**District PD 255:** Absence is for professional development and substitute will be paid out of the District's Title II budget. Must be approved by Executive Director of Professional Development.

**District PD ESSER 282:** Absence is for State/Federal professional development and Substitute will be paid out of the District's ESSER Federal Funds.

**District PD Bil / EL:** Absence is for professional development and substitute will be paid out of the District's Bilingual/ESL budget. Must be approved by Director of Bilingual/ESL.

**District PD SPED:** Absence is for professional development and substitute will be paid out of the District's Special Education budget. Must be approved by Executive Director of Special Services.

**\*\*School Business 199:** Absence for professional development or co/extra-curricular reasons approved by the employee's supervisor.