

**Please contact
Jessica Payne if you have
any questions regarding
your leave benefits.**

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**Employee
Leave Benefits
2024-2025**

**Midlothian Independent School
District Department of Human
Resources**

This pamphlet provides a summary of district leave benefits. It is neither a contract nor a substitute for official district policy. For more information, refer to Policies DEC, DECA, and DECB

Summary of Leave Benefits

Paid Leave

State Personal Leave—Five days

Local Sick Leave—Five days

State Sick Leave—earned before May 30, 1995

Sick Leave Bank/Pool— 30 days maximum (membership required)

Assault Leave

Unpaid Leave

Family Medical Leave (FML)—12 weeks for standard FML and 26 weeks for military caregiver leave

Temporary Disability Leave (TDL)—180 calendar days (granted only to employees in positions requiring SBEC certification)

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 at least 5 days in advance. These limitations apply:
 - May not exceed 3 workdays
 - Must be approved by supervisor before leave is taken
 - Will be subject to docked pay if exceeds 3 workdays
- 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 5 consecutive days
 - Runs concurrent with FML and TDL when applicable
- Accumulates without limit

Local Leave

- Available for use at the beginning of the year
- May be used in same manner as State Personal Leave
- 5 days allocated at beginning of each school year
- Accumulate to a maximum of 30 leave days
- Medical certification required if absence is more than 5 consecutive days

Catastrophic Leave Bank

- Contact Gaya Jefferson in Human Resources for paperwork
- Must be certified by an approved healthcare provider
- Leave granted with full pay; 30 day maximum within school year may be allocated
- Available after all paid leave has been exhausted
- May be used for the employee or the employee's immediate family

Comp Time

- Only applies to nonexempt employees who work overtime
- Must be used before all other paid leave
- Accrual is limited to 60 hours
- Use within the duty year in which it is earned
- District will compensate for unused comp time at end of duty year
- Use may not unduly disrupt district operations

Family Medical Leave (FML)

- Contact Jessica Payne 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 servicemember 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 Payne 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 5 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

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

Hardship Leave

- Current District Employee – Hardship leave can be granted to all district employee types if all criteria are met.
- Natural Disaster or Similar Devastating Life-Changing Event – The employee or a member of the employee's immediate family as defined in Board Policy DEC (LOCAL) is experiencing the effects of a natural disaster or similar devastating life-changing event preventing the employee from fulfilling his or her work duties.