



Administrative Regulations

South San Antonio Independent School District

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Peace Officer Leave - 2023	

DEC – Peace Officer Leave

Traumatic Event

A district peace officer who experiences a traumatic event in the scope of employment that is a severe condition or combination of conditions affecting the mental or physical health that requires the services of a licensed practitioner for a prolonged period of time, shall be granted a maximum of **five days, or more at the discretion of the superintendent**, of mental health leave per traumatic event. Such leave shall be provided and shall not be deducted from the employee's pay or leave balance.

The following circumstances and/or reasons in which a peace officer may use mental health leave are:

1. A work-related serious injury;
2. A work-related hostage situation;
3. A response to a fatal accident or event that causes serious death;
4. Involvement in a shooting incident; and
5. Any other work-related incident deemed traumatic for the office.

If a peace officer experiences a work-related circumstance, the officer should notify their immediate supervisor and contact Human Resources Benefits immediately. Human Resources will review and approve the request maintaining anonymity of the requester. During the five days (or more approved by the Superintendent), the employment benefits will continue and no leave will be charged to the peace officer.

Quarantine Leave

A District peace officer shall be granted a **maximum of 5 days** quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided and shall not be deducted from the employee's pay or leave balance.

If a peace officer is required to quarantine when ordered by the local health authority, the officer should notify their immediate supervisor and contact Human Resources Benefits immediately. Human Resources will approve the request. During the five days, the employment benefits will continue and no leave will be charged to the peace officer.