

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—up to five days a year (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 in advance. These limitations apply:
 - May not exceed 5 workdays
 - Must be approved by supervisor before leave is taken
- 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 Personal (or Sick) Leave

- Description of leave and purpose it can be used (personal or sick)
- Identify categories of employees eligible for leave
- Number of days provided
- When leave is available for use, rate leave is earned, and accrual limits
- Medical certification requirement

Catastrophic Leave Pool or Bank

- Contact Dept. of Human Resources for paperwork
- Must be certified by an approved healthcare provider
- Leave granted with full pay
- 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
- Must be used by the end of the duty year
- Use may not unduly disrupt district operations

Family Medical Leave (FML)

- Contact **Jenny Sarmiento** 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 **Jenny Sarmiento** 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

Neutral Absence Policy

If the board has adopted a policy, include a description of the neutral absence policy, requirement to consider an accommodation under the American's with Disabilities Act, and possible termination.



EMPLOYEE LEAVE BROCHURE

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**Please contact
Jenny Sarmiento or Julie
Price if you have any
questions regarding your
leave benefits.**

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Employee Leave Benefits

Godley 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



HR Services