Summary of Leave Benefits

Paid Leave

State Personal Leave—Five days
Local Sick Leave—Five days

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 school 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:
  - Must request three days in advance of anticipated absence
  - May not be taken for more than three consecutive workdays without supervisor and district approval
  - Discretionary leave has schedule limitations (see employee handbook)
- 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 five consecutive workdays
  - Runs concurrent with FMLA and TDL when applicable

Local Personal Leave

- Available for use at the beginning of the school year
- May not be taken for more than three consecutive workdays without supervisor and district approval
- Medical certification required if absence is due to illness and is more than five consecutive workdays
- Discretionary leave has schedule limitations (see employee handbook)
- Runs concurrent with FMLA and TDL when applicable

Catastrophic Leave Pool

- Contact Leave Specialist for paperwork
- Medical certification by an approved healthcare provider is required
- Available after all paid leave has been exhausted
- May be used for the employee or the employee's immediate family
- See employee handbook for definition of a catastrophic illness or injury

Comp Time

- Only applies to nonexempt employees who work overtime
- Must have the supervisor's approval before the performance of work
- 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 Act (FMLA)

- Contact Leave Specialist for required forms no sooner than 30 days prior to foreseeable leave
- Medical certification by an approved healthcare provider is required
- Runs concurrent with paid leave and TDL
- Unpaid leave if employee has exhausted all paid leave
- Qualifying events:
  - Employee's own serious health condition
  - To care for a child, spouse, or parent with a serious health condition
  - 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 for up to 12 weeks

Assault Leave

- Contact Leave Specialist for required forms
- Medical certification by an approved healthcare provider is required
- See employee handbook for more information

Temporary Disability Leave (TDL)

- Contact Leave Specialist for required forms
- All full-time employees whose position requires educator certification by SBEC
- Unpaid leave if employee has exhausted all paid leave
- Runs concurrent with district paid leave and Family Medical Leave Act
- Medical certification by an approved healthcare provider is required
- 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

Workers' Compensation

- Contact Leave Specialist for required forms
- Applicable only for job-related injuries or illness sustained while an employee is engaged in his or own authorized duties
- Texas Workers' Compensation Work Status Report required
- Must use Workers' Compensation network doctors
- Runs concurrent with paid leave, FMLA, and TDL

Medical Certification

Any employee who is absent more than five 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 & Retirement

- Religious Observance
- Military Leave
- Court Appearances with a valid Subpoena/Summons
- State and Local Leave accumulates without limit
- State Personal Leave will transfer between districts
- TRS members may purchase, at time of retirement, one year of equivalent membership service credit for 50 days of accumulated unused state sick and/or personal leave. Visit www.trs.texas.gov for more information