

## Summary of Leave Benefits

### Paid Leave

#### State Personal Leave

#### Local Sick Leave

**State Sick Leave**—earned before May 30, 1995

#### Assault Leave

#### Catastrophic Sick Leave Pool

### 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
- Earns 5 days for working full school year
- Prorated for employees who start after the first duty day of the year or leaves before the end of the year
- Discretionary—taken at the individual's discretion and scheduled in advance. These limitations apply:
  - May not exceed 3 consecutive workdays
  - Must have supervisor approval before leave is taken
  - Shall not be allowed on the day or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days for state-mandated assessments, and days for professional or staff development. An exception may be made after supervisor reviews the request and considers the effect the absence would have on school operations.
- 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
- Transfers to other Texas School Districts

### Local Sick Leave

- Available for use at the beginning of the year
- Earns 5 days for working full school year
- Prorated for employees who start after the first duty day of the year or leave before the end of year
- 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

### Catastrophic Sick Leave Pool

- Contact 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 extra time or 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 Human Resources 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 Human Resources 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

- Contact Human Resources for additional information
- 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 consecutive workdays 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

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

Note: Combination of personal and sick leave shall not exceed 5 consecutive absences days. For leave to be utilized beyond 5 consecutive days, regardless of leave type, a medical certification will be required.