State Days

State days are advanced to an employee on September 1 of each school year or on the employee's hire date. State days may be used at the employee's discretion. The District will not prohibit an employee from using state days before the days are earned [see DEC(LEGAL)]. State days will be prorated if an employee is hired after the beginning of the school year and/or separated during the school year.

Full-time employees (excluding substitute and temporary employees) and part-time employees who work on a regular basis may be entitled to five state days consistent with their work assignment. A day of state leave is based on the length of an employee's workday. An employee receives one state day equal to the number of hours in an employee's regular workday. For example:

- Employees who work eight hours a day may be entitled to five state days/40 hours.
- Employees who work for six hours a day may be entitled to five state days/30 hours.

Accumulated totals of state sick days accrued prior to May 30, 1995, will remain available to employees.

If an employee separates from employment with the District, the employee will maintain his or her state days on his or her District service record.

[See Texas Education Code (TEC) section 22.003(a)]

District Local Days

Local days are advanced to an employee on September 1 of each school year or on the employee's hire date. The number of local days earned is based on the number of days an employee works during the school year. Local days may be used at the employee's discretion. ~~**However, local days should not be used before the days are earned.**~~ Local days will be prorated if an employee is hired after the beginning of the school year and/or terminated during the school year.

Full-time employees (excluding substitute and temporary employees) and part-time employees who work on a regular basis may be entitled to five local days consistent with their work assignment. An employee receives one local day equal to the number of hours in an employee's regular workday. For example:

- Employees who work eight hours a day may be entitled to five local days/40 hours.
- Employees who work on a regular basis for six hours a day may be entitled to five local days/30 hours.

If an employee separates from employment with the District, the employee will lose his or her local days. Any unused local days at the date of separation will be donated to the District's Sick Leave Bank.

Time Off Entitlement for Employees on Leave

Employees on a leave shall receive their entitlement of state days and local days without proration.

Days Prorated and Accrued

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced for state days or local days that the employee used beyond his or her prorated entitlement for the school year.

Order of Use

The District may not restrict the order in which an employee may use state days or state sick days. [See DEC(LEGAL)] However, the District may restrict the order in which an employee may use District local days, compensatory time, non-duty days, or vacation days provided by the District. [See DED and DEAB]

Restriction to Use of Days

Compensatory time, non-duty days, local days, or vacation days provided by the District may be subject to restrictions [see DED and DEAB]. State days or state sick days may not be restricted. [See DEC(LEGAL)]

Supervisor Consideration for Request to Use Days

State **and District local** days may be used at the discretion of the employee. In deciding whether to approve or deny **the use of state and** District local days, the supervisor or designee will not seek or consider the reasons for which an employee requests to use time off (TO). The supervisor or designee will consider the effect of the employee's absence on the education program or District operations, as well as the availability of substitutes.

The District will accommodate an employee's request to be absent so long as it does not cause undue hardship to the department and/or District operations. The absence shall not exceed more than five consecutive days in most circumstances.

Campus Employee Restrictions for Use of District Local Days

Campus-based employees may be limited in their use of District local days during the following:

- The first or last day of the duty year;
- The first or last day of instruction;
- Days during the first week of school or during the last week of school;
- The day before a school holiday;

- The day after a school holiday;
- Days scheduled for semester or final exams; and
- Days scheduled for state-mandated assessments.

Non-Duty Days

Non-duty days are the total number of days not included in the calculation of the required days to work during the school year for central staff employees. Each central staff employee is scheduled to work a certain number of workdays designated for the position held by the employee. When the number of workdays for the school year exceeds the number of workdays designated for the position, the additional days are considered non-duty days. The number of non-duty days is subject to change each school year.

Non-duty days represent non-paid, non-workdays. Non-duty days are advanced on September 1 and should be used by the end of the school year, August 31. The amount of non-duty days advanced will be prorated based on the employee's start date and the number of workdays designated for the position.

Non-duty days may be used at the discretion of the employee and as approved by the supervisor based on the needs of the department. Non-duty days should be used before any other TO is used. Non-duty days shall not be used for a leave of absence.

Non-duty days not used during the year in which they were advanced due to department needs are carried over to the following school year. It is the manager's responsibility to ensure employees use carry-over non-duty days by December 31. Carry-over non-duty days not used by December 31 of that year will be forfeited.

If an employee separates from employment with the District before August 31, the employee will lose his or her non-duty days. If they are used before August 31, they will not be included in the employee's final calculation of days worked.

Blackout Period

The District and/or a supervisor may designate blackout dates to have campuses/departments fully staffed based on the business needs of the department and the District. Time off may not be allowed to be used during the blackout period. Blackout periods may vary each school year by each campus/department.

Reporting Absences

Employees will notify their immediate supervisor or designee (in accordance with department/campus procedures) as soon as possible if it is necessary to be late for work or absent for any reason. In the event of an emergency, notification should be made at the earliest practical time, especially if a substitute is required to cover an employee's responsibilities.

An employee absent beyond five consecutive workdays, except for vacation, shall apply for a leave of absence by contacting the Benefits Department. Failure to apply for a leave of absence shall constitute grounds for appropriate disciplinary action, up to and including termination.

Approved Absence

Employees will follow District and departmental procedures for documenting absences using appropriate absence codes.

Teacher absences for school business-related activities, including but not limited to small group state testing administration, extended planning, professional development, field trips, and non-student Career and Technical Education (CTE) or Fine Arts conferences must be approved in advance by the campus principal.

A trained campus staff member (e.g., office manager, clerk, assistant principal, substitute coordinator) may enter the absence into the campus absence management system using the approved absence AABS code. However, only the principal is authorized to approve, deny, or partially deny the request in the system.

Approved AABS (Absence for Approved Business of School) allocations for a campus are budgeted based on the total number of teacher full-time equivalents (FTEs) for the school year. The cost of substitute coverage for teacher absences coded as AABS will be charged to the campus budget.

Absences due to District business-related meetings, training, or conferences away from a District worksite by employees not subject to campus AABS requirements must be approved in advance by the employee's supervisor. The employee will document the absence using the approved absence AABS code.

Excessive Absences / Tardies

When an employee's absences and/or tardies become a performance concern and/or establish a pattern, such absences may be considered excessive. If absences and/or tardies are deemed excessive, the employee may be subject to disciplinary action up to and including termination of employment. Absences by an employee on an approved leave, accrued compensatory or vacation time are not considered excessive.

Dock Days

If an employee has used all available days (time off, non-duty, compensatory time, or vacation) and the employee is absent for any reason, the employee will be docked.

Employees with available days shall not be docked or receive a deduction in pay. Employees who have received time from the Sick Leave Bank through the Benefits Review Committee (BRC) shall not be docked.

No-Show

An employee is a no-show if he or she fails to report to work on his or her first assigned scheduled workday. A no-show employee will be separated from the District.

Job Abandonment

An employee may be deemed to have voluntarily resigned from the District if the employee is:

- Absent for five consecutive days; and
- Not on an approved leave; or
- Unable to be reached via email, phone, or mail by the supervisor and/or Human Capital Management (HCM) Employee Relations; or
- Refusing to report to work.

[See DCD, DF, and DFBB]

Confidentiality

Any request for leave of an employee as well as medical information in support of such leave will be confidential. Supervisors are only informed about an employee's request for leave and the start and end dates of the leave.

Benefits Review Committee

The BRC reviews ADA accommodations, leaves, and retirement incentives. Per the Neutral Absence Policy, the committee may also allow for extensions as a reasonable accommodation.

The BRC is composed of representatives from Human Capital Management, Health Services, Chief of Staff, School Leadership, and Risk Management. Legal Services will attend as a subject-matter expert to advise the BRC, but Legal Services will not be a voting member of the BRC. The BRC will have the authority to request the participation of subject-matter experts as needed on a case-by-case basis.

The BRC reviews requests that include, but are not limited to, the following:

- Accommodation request as related to the Americans with Disabilities Act;
- Service Animal;
- American Sign Language (ASL);
- Professional leave;

- Hardship leave;
- Emergency leave;
- Local leave;
- Assault leave;
- Leave exhaustion;
- Alternative Work Arrangement; and
- Sick Leave Bank (SLB).

Leave and Benefit Program Assistance

Contact the HCM Benefits Call Center at (972) 925-4000 for assistance with the following leaves:

- Family and Medical Leave (FML),
- Temporary Disability / General Medical Leave,
- Military Leave, and
- Hardship Leave.

English- and Spanish-speaking representatives are available to assist from 7:00 a.m. to 7:00 p.m. on weekdays.

Contact (972) 925-4300 or benefits@dallasisd.org, or visit the HCM Benefits Department webpage[1] for assistance with the following:

- Police Officer Quarantine Leave;
- Assault Leave;
- Bereavement Leave;
- Professional Leave;
- Court Appearances/Subpoenaed Witness Leave;
- Emergency Leave;
- Mandatory Employee Assistance Program Leave;
- Police Officer and Telecommunicator Mental Health Leave;
- Fitness-for-Duty Leave;
- Sick Leave Bank; and
- Retirement Service Award.

Family and Medical Leave

All employees who have been employed by the District for at least 12 months (need not be consecutive) and have worked for 1,250 hours during the previous 12-month period will be eligible for family and medical leave (FMLA). [See DECA(LOCAL)]

An eligible employee's Family and Medical Leave Act leave entitlement is limited to a total of 12 workweeks of leave during a 12-month period for any one or more of the qualifying reasons. The 12-month period in which entitlement occurs is the “rolling” 12-month period measured backward from the date an employee uses any FMLA leave. [See DECA]

For qualifying reasons, see DECA.

This leave may run concurrently with workers’ compensation leave. [See DECA]

An employee may apply by contacting the Benefits Department. The employee shall adhere to required notification timelines.

Police Officer Quarantine Leave

A police officer who is ordered by the local health authority or District’s Health Services Department to quarantine or isolate due to possible or known exposure to a communicable disease while on duty [see DEC(LEGAL)] is eligible for police officer quarantine leave for a period specified by the District’s Health Services and Benefits Departments.

A request for the leave should be submitted to the Benefits Department. The police officer will be required to provide documentation of exposure to the communicable disease while in the scope of

employment with the District. Certification from a health care provider may also be required to support the leave and approval to return to work.

The leave will be provided without a deduction in salary or personal time off.

Peace officers may be reimbursed for reasonable expenses [see DEE] associated with a quarantine/isolation status, which may include lodging, medical treatment, and transportation.

Temporary Disability / General Medical Leave of Absence

Employees may be eligible for temporary disability/general medical leave if they are not eligible for or have exhausted FMLA leave.

An employee will be eligible for one of the following reasons:

1. For the employee's own serious health condition, as defined by the FMLA standards (see DECA); or
2. With medical certification from a physician, for a non-serious medical condition, when such conditions interfere with the performance of regular duties.

An employee will apply by contacting the Benefits Department. The employee shall adhere to required notification timelines.

This leave runs concurrently with workers' compensation leave. [See DEC(LOCAL)]

Neutral Absence Policy

If an employee does not return to work within 180 days of being out on an approved medical leave, the District will provide the employee with written notice that the maximum amount of time allotted by the District for the leave has been exhausted. The BRC may consider additional leave as a reasonable accommodation under ADA. The employee may be terminated for exhausting the maximum amount of time allotted by the District for a medical leave. [See DAA(LEGAL)]

If the employee is terminated for exhausting the maximum amount of time allotted by the District for a medical leave, the employee may be eligible for rehire.

Military Leave

Military leave is for employees who are members of the state or federal military forces or of the reserve components of the United States Armed Forces and the National Disaster Medical System who have been called to service. Calls to service include duty performed on a voluntary or involuntary basis, whether in time of peace or war, including any active duty, active or inactive duty for training, National Guard duty under federal direction, funeral honor

duty, and any absence necessary for fitness-for-duty examinations for such service. [See DECB]

Workers' Compensation Leave

The District provides workers' compensation benefits to employees who suffer a work-related illness or who are injured on the job. [See CRE(LEGAL)]

An employee receiving workers' compensation wage benefits will be assigned to FMLA or general medical leave, if eligible. [See CRE(LOCAL)]

The duration of the leave will be up to 180 days with proper medical certification. This leave runs concurrently with FMLA and general medical leave. An employee's failure to return to work after 180 days may result in termination of employment.

Assault Leave

An employee who is physically assaulted while performing his or her regular work duties may be eligible for assault leave.

The purpose of the leave is to allow an employee to recuperate from the physical injuries sustained as a result of the assault. Assault leave is a paid leave that will not deduct from the employee's TO balance. If an employee is approved for assault leave, the leave will cover absences from the date of the assault leave request.

An employee who has been physically assaulted must report the assault within 24 hours to all of the following:

- Supervisor
- Police and Security
- Risk Management
- Benefits Department

At the request of the employee, the Benefits Department will assign the employee to an assault leave status, pending certification of the leave. Approval for the assault leave will be contingent upon the following:

- The assault rises to a level of criminality that is documented in a citation, police report, and/or arrest record from a police department. The Benefits Department will assist with securing documentation from the police department.
- The injury from the assault is supported by an approved Workers' Compensation claim.

Following the investigation of the claim, if the employee is not eligible for the assault leave, the District may change the assault leave status and deduct the absences from the employee's accrued personal TO balance.

If an employee qualifies for assault leave, the leave may not exceed two years from the date of the assault. Once the Workers' Compensation physician deems the employee medically released, the assault leave is terminated, and the employee must return to work. An employee's failure to return to work may result in termination of employment.

[See CRE(LOCAL) and Workers' Compensation Claims provision]

Hardship Leave

Hardship leave may be granted only if the employee is not eligible for or has exhausted any other leave (e.g., FMLA leave, temporary disability leave, general medical leave, or workers' compensation).

The leave may be granted for the following reasons:

1. Serious illness of the employee or a family member; or
2. Personal hardship for circumstances beyond the employee's control.

Requests must be submitted, with appropriate documentation, to the Benefits Department within 15 days of an emergency situation.

Leave may be paid if the employee has available time off. Hardship leaves may be granted up to 20 business days in a school year. An extension of an additional 20 business days may be granted by the BRC with proper documentation.

Bereavement Leave

Bereavement leave of up to three days may be granted for the death of a family member. The days will not be deducted from the employee's time off. Additional days of absence may result in a deduction of accumulated time off.

For the death of a colleague, the employee may be granted up to four consecutive hours to attend the services.

Professional Leave

Professional leave **without pay** may be granted if the activity is **for advanced degrees, research, or other educational purpose and the activity is** in the best interest of the District. Requests must be submitted to the BRC.

The leave may be granted for up to one school year. An employee may choose a paid status if time off is available. Additional leave may be granted by the BRC. Leave requests will not be granted for full-time employment elsewhere.

The position of an employee on an approved professional leave will not be considered vacant and will not be filled.

Jury Duty and Subpoenas

A District employee, excluding substitutes or temporary employees, will be excused by the District for absences due to compliance with a valid subpoena that is not related to a personal matter or for jury duty. Absences will not be deducted from the employee's paid TO. [See DEC(LEGAL)]

If the employee is released from duty before noon, he or she must report to work. If the duty is scheduled for noon or after, the employee must report to work in the morning.

The employee is required to provide their timekeeper with documentation of the service. The documentation should include the date the employee was released from duty to be paid for this leave.

Employee absences for voluntary court appearances related to the employee's personal business will be deducted from the employee's TO.

Emergency Leave

Emergency leave includes, but is not limited to, unforeseen natural disasters or destruction of a vehicle or domicile by flood, fire, or storm involving the employee or a member of the employee's family.

Employees may be granted three paid days of emergency leave by the BRC.

The days will not be deducted from the employee's time off. Additional days of absence will result in a deduction of accumulated time off.

Administrative Leave

An employee may be placed on administrative leave with pay by the Superintendent of Schools or designee at any time the Superintendent of Schools or designee determines that the District's best interests will be served by the leave.

An employee on administrative leave must be available during District business hours [see DK] to attend onsite or virtual meetings and to respond to inquiries as required by the District. Failure or refusal to be available onsite during District business hours may result in the District docking the employee's TO or compensation for each day the employee is unavailable or uncooperative.

Leave of Absence / Administrative Leave Exceeding 60 Days

Unless contrary to applicable law [see DEC(LEGAL) and DECB], an employee who takes a leave of absence or that is placed on administrative leave that exceeds 60 days during a rolling 12-month period may not be guaranteed placement in his or her previous assignment.

If a supervisor has an employee on a leave of absence or an administrative leave and the leave exceeds 60 days, on day 61 the supervisor may make a request to overfill the employee's assignment. This request should only be made in extenuating circumstances. A supervisor must complete the Position Overfill Request form and provide HCM with justifications concerning the request.

HCM, in collaboration with the requesting department's leadership and Financial Services, will review requests and render decisions.

Employment While on Leave

Employees who are on any type of leave are prohibited from outside employment during the employee's normally scheduled work hours while on the leave. Violation of this prohibition may result in disciplinary action up to and including termination.

Access During Leave

An employee on leave will not have access to District technology, electronic communications, or property for the duration of the leave.

Pay Status While on Leave

If the employee has time off [as defined in DEC(LOCAL)] available to cover the duration of the leave, the employee will be paid.

If an employee uses more days than earned, the cost of unearned days may be deducted, subject to Fair Labor Standards Act (FLSA) guidelines, from the employee's paycheck. [See DEA(LEGAL)] The employee will be required to reimburse the District for days used that were unearned.

Return to Work Authorization Following an Approved Leave of Absence

As a condition for an employee to return to work following an approved leave of absence due to the employee's own serious health condition, the District shall require the employee to obtain and present certification by a board-certified medical professional with subject matter expertise. Such certification shall state that the employee is able to return to work and can perform the essential functions of the job with or without reasonable accommodations. [See DECA(LEGAL)]

Priority Return

Priority return is a paid status assigned to an employee who is waiting for an assignment after being released to return to work from an approved leave. The District will return the employee in an equivalent assignment and will make its best effort to return the employee within five days.

Unapproved Leave

An employee will be placed on an unapproved leave status, which may be unpaid, under any of the following conditions:

1. Employee who has applied for leave but has not returned the required leave paperwork by the submission deadline and is not at work;

2. Employee who has been released to return to work by a certified medical professional but does not report to work;

3. Employee who has not provided appropriate return-to-work documentation by the leave end date and is not at work; or

4. Employee whose workers' compensation leave has been denied, has not applied for FMLA or general medical leave, and is not at work.

Employees on unapproved leave will be subject to disciplinary action up to and including termination, in accordance with District policies. [See DCD, DF, and DFBB]

Abuse of Leave and Absences

Employees who abuse benefit options and refuse to report to work will be subject to disciplinary action, up to and including termination, in accordance with District policies. Such abuse will be considered job abandonment and voluntary resignation. [See DCD, DF, and DFBB]

Employee Assistance Program

The Employee Assistance Program (EAP) is a free counseling and referral service program that helps employees and their families support their mental health and wellness. The EAP is an employee benefit that assists employees with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being. Services provided within the EAP include, but are not limited to, professional, personal, and confidential counseling related to emotional, mental, and personal issues. The services will be provided by licensed counselors, psychotherapists, psychologists, or psychiatrists.

EAP services are strictly confidential and are provided at no additional cost to the employee. Employees are eligible for up to six sessions. The Benefits Department may authorize an additional six sessions based on clinical evaluation information from the counselor.

Mandatory Employee Assistance Program Leave

An employee may be placed on a mandatory EAP leave of absence with pay if the employee's condition interferes with the essential job functions. The employee may be placed on an EAP leave under the following status:

- Full paid leave status
- Active status/working-intermittently attend counseling session

Within 24 to 48 hours, the District's EAP service provider/counselor will contact the employee to schedule an appointment with a counselor.

When the mandatory EAP leave is complete, the EAP provider will send the Benefits Department a compliance report. The report will include the initial intake session and details of the treatment plan. Upon receiving the report, the Benefits Department may release the employee from the mandatory EAP leave.

Noncompliance and performance problems while actively involved in the mandatory EAP process may result in disciplinary action including and up to termination.

Police Officer and Telecommunicator Mental Health Leave

A police officer or licensed telecommunicator who experiences a traumatic event in the line of duty is eligible to request mental health leave with pay for up to three days per event.

A traumatic event is defined as an incident or event which occurs in the police officer's or telecommunicator's scope of employment when the police officer or telecommunicator is involved in the response to, or investigation of, an event that causes the police officer or telecommunicator to experience unusually strong emotional reactions or feelings which have the potential to interfere with the police officer's or telecommunicator's ability to function during or after the incident.

Traumatic events may include, but are not limited to, the following:

- Major disasters, which may include response to weather related events involving multiple casualties; or explosions with multiple casualties; or search and recovery missions involving multiple casualties;
- Incidents involving multiple casualties, which may include shootings or traffic accidents;
- Line of duty death or suicide of a police department member;
- Death of a child resulting from violence or neglect; and
- Officer(s) involved shooting of a person.

Legitimate personnel actions, including demotions, transfers, or other disciplinary action up to and including termination, do not constitute traumatic events for the purpose of this leave.

The police officer or telecommunicator shall submit their request to the command staff within two business days of the traumatic event. The request shall be submitted on the mental health leave request form. The mental health leave request form must be approved by the supervisor and Command Staff member. The Command Staff member should submit the form to the Benefits Department within

two business days of the police officer's or telecommunicator's request.

Fitness-for-Duty Leave

An employee may be placed on a fitness-for-duty leave of absence with pay to evaluate the employee's physical, mental, and emotional ability to safely perform the essential functions of his or her job or if the employee's condition poses a direct threat to health or safety to the District, self, or others.

If the supervisor suspects that the employee's physical, mental, or emotional health is adversely affecting the employee's performance and responsibilities, the supervisor may submit a request to the Benefits Department that the employee undergo a medical or psychological exam by a certified medical professional with subject matter expertise. The District shall not assume the cost of the initial examination, and the certified medical professional or licensed mental health-care professional may be selected by the employee.

Appropriate documentation on the nature and specifics of the referral shall be submitted to the Benefits Department within three days of the incident.

Within five days of notice, the employee must call to schedule an appointment with a certified medical professional. The employee must provide fitness-for-duty documentation from a certified medical professional with subject matter expertise within 15 business days from the date of the fitness-for-duty leave notice. Documentation of fitness-for-duty must address the employee's ability to perform the essential functions of the employee's job.

A return-to-work release form with the date of the initial intake session and details of whether the employee can perform the essential functions of his or her job with or without a reasonable accommodation must be provided to the Benefits Department within 15 days of the last treatment.

Failure to undergo an examination or provide fitness-for-duty documentation within 15 days may result in disciplinary action. The District may direct the employee to undergo an examination for a second opinion by a certified medical professional or mental health-care provider designated by the District, under which circumstances the District shall assume the cost of the examination.

The employee shall be responsible for expenses incurred after the examination, such as further treatment, psychotherapy, counseling, medication, diagnosis, or further tests.

Sick Leave Bank

The Sick Leave Bank (SLB) is a pool of local days contributed by employees to be used by members of the bank who are, or were,

on an approved leave and have exhausted their paid days (~~**compensatory time**~~, vacation, ~~**non-duty**~~, local, and state days)**, compensatory time, and non-duty days**. The SLB is only available to members who meet the eligibility criteria. Depending on eligibility, the BRC may approve up to 20 SLB days per employee per school year. Consideration will be based on the following:

- Donation of one local day
- First unpaid day
- Leave end date
- Documentation
- Severity of condition
- Number of days in the SLB at the time of the request

For employees who have been employed less than 12 months, eligibility will be limited to 10 SLB days per the eligibility criteria outlined above.

An additional 10 days may be granted by the BRC. An employee must have been a participant in the SLB for two consecutive school years in order to be eligible for consideration of the SLB additional 10 days.

The member request to utilize the SLB must be submitted within 15 days from the date the employee goes from a paid to an unpaid leave of absence status.

Employees requesting SLB days must do so by submitting their request to the BRC by emailing Benefitsreviewcommittee@dallasisd.org. Documentation to support the request must also be attached to the SLB application.

Approvals will be based on the number of days remaining in the SLB. If all days designated for the school year are exhausted from the SLB, no additional requests will be approved until September 1 of the next school year.

Decisions by the BRC to deny a request for use of the SLB are final with no right of appeal.

Retirement Service Award Incentive

The Retirement Service Award (RSA) incentive is a program that ensures efficient operations of the District. Employees who have already made the decision to retire may then choose to apply for the RSA.

Employees are eligible for RSA if they meet the following requirements:

1. Completed the electronic separation process. Selected the Retirement option.
2. Completed the RSA application form by the designated timeline.

Retiring employees who qualify may receive a partial cash payment for unused local days. The exact rate to be paid will be determined upon calculation of all the participants' remaining local days for the year multiplied by a precalculated budgeted daily rate. There is no cap to the number of local days paid.

The RSA will be conducted twice annually in the fall and spring. Campus-based certified employees are ineligible for the fall cycle.

Retiring employees who apply for the RSA agree to donate their unused local days for which they receive the RSA to the District's Sick Leave Bank on the date of separation.

The amount of time the employee served in the District is not a requirement for participation in the program.

Employees who do not submit their separation electronically and complete the RSA application form by the designated deadline will not be eligible for the award.

District Closures

The Superintendent of Schools will have the authority to close or partially close the District for a part of a day or for longer periods of time, if necessary, due to inclement weather and/or unforeseen circumstances. [See CKC(LOCAL) and EB(LOCAL)]

Absences during District closures such as inclement weather [see CKC(LOCAL)] and/or unforeseen circumstances shall be governed by the sections below.

Partial District Closure

Exempt and/or nonexempt personnel may be required to work onsite or remotely at their regular rate of pay. If an employee fails to report to work, the employee must take personal time off.

Full District Closure

Campus-based Employees

Campus-based employees that work less than 226 days may be excused for each day the District is closed or partially closed. Time off will not be taken from employees, and the employee's pay will not be docked. Campus-based employees may have to follow the inclement weather make-up days as outlined by the applicable instructional school year calendar if those days are needed to meet the minimum instructional requirements.

Campus-based employees may include, but are not limited to, the following: teachers, teacher assistants, hall monitors, office managers, campus instructional coaches, food service staff, bus drivers, etc.

Campus-based employees should follow campus-based employee instructions and the instructional school year calendar.

Central Staff Business Services Employees

Central Staff Business Services employees will be excused for each day the District is closed or partially closed. Time off will not be taken from employees, and the employee's pay will not be docked. Employees will not be required to make up the days.

Central Staff Business Services employees may include, but are not limited to, the following: administrative assistants, specialists, coordinators, supervisors, managers, executive leadership, etc.

Operations Central Staff Employees

Operations Central Staff 260-day employees may be excused for each day the District is closed or partially closed. If the District determines they are excused, time off will not be taken from employees, and the employee's pay will not be docked. Employees will not be required to make up the days. However, the District may determine that Operations Central Staff employees may need to work each day the District is closed or partially closed. If the employee fails to report to work, the employee must use their personal time off.

Operations Central Staff employees may include, but are not limited to, the following: custodians, maintenance specialists, plumbers, mechanics, delivery drivers, etc.

Essential Personnel

As determined by the Superintendent of Schools or designee, essential personnel are District employees called to duty to perform essential tasks when the District is closed or partially closed. Essential workers' duties may also include after hours and/or weekend duty when the District is closed or partially closed.

Essential personnel may be exempt or nonexempt. Exempt personnel will not receive overtime or compensatory time. Nonexempt essential personnel will receive overtime rates or compensatory time based upon supervisor approval for time worked. At such time as the Superintendent of Schools or designee declares the District open, employee compensation reverts to the standard practice in accordance with the District's Compensation Resource Book. [See DEA(REGULATION)]

If the employee fails to report, the employee's time off will be charged and/or salary adjusted accordingly.

Essential personnel may include, but is not limited to, the following:

- Police and Security
- Operations: Maintenance

Exceptions

Exceptions may be made to this regulation by the Superintendent of Schools or designee.

Adoption or Last Amendment Date

This regulation was last amended on ~~**May 29, 2024**~~ **June 24, 2025**.

[1] Human Capital Management Benefits Department webpage: https://www.dallasisd.org/benefits