



Employee Leave Options

Paid Leave Options:

State 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 3 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 Family Medical Leave (FML) and Temporary Disability Leave (TDL) when applicable
- Accumulates without limit and can transfer to other districts

Local 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 3 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 Family Medical Leave (FML) and Temporary Disability Leave (TDL) when applicable
- Accumulates without limit and does not transfer to other districts.

Catastrophic Sick Leave Bank (CSL)

- Each full-time employee (30+ hours per week) has the option to join at the beginning of each school year. Cut-off date for membership is the first Monday in September.
- An employee must be a member to qualify for CSL
- Contact Department of Human Resources for paperwork to apply
- Reason must be certified by an approved healthcare provider
- If granted, full pay is received
- Maximum of 90 days can be granted
- Only available after all paid leave has been exhausted
- May be used for the employee or the employee's need to support immediate an immediate family member (mother, father, spouse, or children)

Comp Time

- Only applies to nonexempt employees who work overtime with campus or department supervisor approval
- Accrual is limited to 24 hours
- Must be used by the end of the duty year
- Use may not unduly disrupt district operations

Unpaid Leave Options:

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 (*notify*

Human Resources 30 days prior to leave)

- 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 DeeDee Sheridan 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