LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT

Leave Policies

State Personal Leave

- Can be used for discretionary or non-discretionary reasons
- Can only use 6 days per year
- Can only use 3 days in a row
- No accumulation limit
- Can be transferred to other Texas school districts

Local Leave

- Can be used for discretionary or non-discretionary reasons
- If used more than 5 consecutive days for medical reasons, must submit a medical certification
- No limit of accumulation

Flex Time

- Can be used for discretionary or non-discretionary reasons
- For eligible positions with a 224, 225 or 240 work day calendar only
- Can be accrued up to 30 days

Comp Time

- Can be used for discretionary or non-discretionary reasons
- For eligible hourly non-exempt positions only
- Comp time should be used before local or state leave
- Comp time can be accrued up to 60 hours

Extenuating Circumstances

- For leave needed on blackout days, may use Local Leave and/or State Personal Leave for 5 days in a row at most
- State Personal Leave can be used up to 3 days in a row
- Combining Leave types is okay
- Must have Leave available to request an extenuating circumstance; cannot request “dock” day
- Approval required

Religious Observance

- LTISD will reasonably accommodate an employee’s request for absence for a religious holiday or observance
- Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the District
- May use any accumulated personal Leave for this purpose
- Employees who have exhausted applicable paid Leave may be granted an unpaid day of absence

Catastrophic Leave Bank

- Collective deposit of State Personal & Local Leave received from enrolled employees and subsequent member contributions
- Provides additional sick Leave days for members who have exhausted all accumulated paid State and Local Leave due to a catastrophic injury or illness of the employee
- Optional benefit that assists employees dealing with prolonged, severe, and/or life-threatening conditions that would otherwise result in a loss of income or loss of job
- Employees who have worked at LTISD for 12 months or longer are eligible to enroll

Bereavement Leave

- Employees can take up to 5 days of Local Leave from their Leave balance