CONTACT

Priscilla Estrada-Ortega
Leave Coordinator
469-948-8103
estrada-ortegap@lisd.net

Maria Lutz
Director of Benefits
lutzm@lisd.net

Shelley Concienne
Lead Benefits Coordinator
conciennes@lisd.net

Pam Gonzalez
Benefits Coordinator
gonzalezp@lisd.net

Kristina Gonzalez
Benefits Coordinator
gonzalezk@lisd.net

This pamphlet provides a summary of district leave benefits. It is neither a contract nor a substitute for official district policy. For more information, refer to Policies DEC, DECA, and DECB.

BENEFITS

(469) 948-8104

benefits@lisd.net

benefits.lisd.net/

1565 A W. Main Street
Room 110A
Lewisville, TX
75067

LEWISVILLE ISD

EMPLOYEE LEAVE QUICK REFERENCE

mybenefits

benefits.lisd.net/leave





LEAVE OF ABSENCE QUICK REFERENCE

Are you needing to take a medical leave of absence, or will you have extended consecutive or intermittent absences?

You will need to submit a Leave of Absence Request form with supporting medical documentation.

All forms can be found at:

benefits.lisd.net/leave

MEDICAL CERTIFICATION

Any employee who is absent more than 3 consecutive days because of a personal or family illness must submit a medical certification or doctor's note from a qualified health care provider confirming the specific dates of the illness and in the case of personal illness the employee's fitness to return to work might be required by the district.

An employee's failure to provide the Benefits Department with a medical certification from a physician may make the employee ineligible for leave.

EMPLOYEE ASSISTANT PROGRAM *(EAP)*

Short -Term counseling available by calling CHUBB Workplace Benefits Live Assistance: 1-844-266-0712, visiting guidanceresources.com or using the app: GuidanceNow , WebID: CHUBB

FAMILY MEDICAL LEAVE (FML) *Unpaid*

All employees are required to complete a LOA form when requesting a leave of absence, depending on eligibility you may be required to submit additional leave forms.

- Runs concurrent with paid leave and TDL
- Unpaid leave (job protection)
- Qualifying events:
  - Employee's serious health condition
  - A serious health condition of a child, spouse, parent
  - Birth, adoption, or foster placement of a child
- The Benefits Department will determine your eligibility
- Provides employment protection and continued health coverage
- If eligible you can take up to 12 weeks (60 workdays) of leave

BEREAVEMENT LEAVE (BL) *Paid (100%)*

- All full -time employees may be eligible for 5 consecutive bereavement days for absences due to the death of an immediate family member as defined in policy
- Bereavement application must be received within 60 days from the time of death and award must be used within 60 days of family member's death

MILITARY LEAVE (ML) *Paid (15 Days)*

This leave applies to a qualifying exigency because of a family member's covered active military duty. Please see Board Policy (DECB) legal for more detailed information, visit the benefits website or call the Benefits department.

SICK LEAVE BANK (SLB) *Paid (100%)*

Depending on your needs you will be required to complete either a Personal or a Critical Care/Bereavement Application.

- SLB Application needs to be completed by a healthcare provider
- Eligible to apply after all (State & Local) paid leave has been exhausted and must be a SLB member
- Can be awarded up to 25 days for the school year for critical illness of employee or immediate family member (spouse, parent or child)
- Can be awarded up to 5 days for bereavement (depending on the relationship)
- Lifetime max of 100 days during employment
- Applications are reviewed by the Sick Leave Bank Board for approval
- Must submit application within 60 days of first eligible absence
- Enrollment must be elected during Open Enrollment
- See benefits website for full copy for SLB rules

HARDSHIP LEAVE (HS) *Paid (50%)*

- A Hardship Application is required when applying for hardship days and must be submitted within 60 days of first eligible absence
- Must work 18 days at the start of the school year
- Eligible to apply after all (State, Local & Vacation) paid leave has been exhausted
- Can be awarded up to 10 days at 50% of daily earnings for critical illness, disability
- Cannot be used for individual appointments, must be used for extended absences (some extenuating circumstances may apply)

TEMPORARY DISABILITY LEAVE (TDL) *UNPAID*

- An employee's notice of an extended absence shall serve as a request for Temporary Disability Leave for employees eligible for TDL
- May not be taken on intermittent basis
- Please contact the Benefits Department for more information