

# LEAVE

- Leave of Absence
- Leave Without Pay – Dock Days
- State, Local, Sick Bank, FMLA
- Sick Leave Bank Guidelines
- Non-Scheduled Work Days & Vacation

## LEAVE OF ABSENCE

The district offers employees paid and unpaid leave of absences in times of personal need. Employees who have personal needs that will require long leaves of absence should call the Human Resources Office for information about leave options, continuation of benefits, and communicating with the district.

Leave is available for the employee's use as described in Board policy. However, state and local leave is earned. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Employees on an approved leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than five days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific date of the illness, the reason for the illness, and-in the case of personal illness-the employee's fitness to return to work.

Leave must be used in half-day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

1. Current Local Sick Leave
2. Former Local Sick Leave
3. State Personal Leave

Employees who leave the district are not paid for any unused Local or State Leave. State leave may be transferred to another Texas school district. Local leave may be contributed to the Sick Leave Bank, as policy allows. Only 5 days per year are allowed to be given to the Sick Bank.

Additional information can be found in the Spring Hill ISD Board Policy (available online) under **DEC LOCAL Compensation and Benefits: Leaves and Absences.**

## **LEAVE WITHOUT PAY-DOCK DAYS**

If an employee is absent from work and has used all available paid leave their pay will be docked their daily rate for each absence. Pay will be docked in the month following the absences. For example, if Employee XYZ is absent on February 8, 9, & 10<sup>th</sup>, and he or she has used all of their available paid leave, then they will be docked for three days at their daily rate on their March check.

Spring Hill Independent School District  
SICK LEAVE BANK GUIDELINES  
As revised July 2012

**PURPOSE:**

The catastrophic sick leave bank is to provide paid leave to full-time district employees in the event of a personal catastrophic illness or injury or that of an immediate family member. Catastrophic illness or injury shall be defined as an illness, injury or disability that is life-threatening and requires major medical treatment, e.g. surgery, chemotherapy, radiation, etc.

**CONTRIBUTION:**

A district employee may voluntarily donate local or state or a combination of both sick leave days up to 5 days per school year. Employees who donate days must keep a minimum of 9 days, either state and/or local, in their sick leave record. Donated days become the property of the District and are not refundable.

**ELIGIBILITY:**

To receive days from the District sick leave bank, an employee suffering from a catastrophic situation as defined under "Purpose" shall have exhausted all available paid leave. An employee must donate at least 1 day per school year by September 30<sup>th</sup> to be eligible to participate in the sick leave bank for that year. An employee may receive up to 20 days from the bank per school year, provided the bank has days available for withdrawal.

**REQUESTS FOR DAYS:**

Requests for catastrophic sick leave bank days shall be submitted to the Superintendent on the official request form. The Superintendent will determine if the employee's illness or disability, or that of an immediate family member, qualifies for use of days from the bank and the number of days the employee may use. Any decision made by the Superintendent may be appealed in accordance with DGBA (Local).

## **State Leave**

State law entitles all employees to five work days of paid personal leave per year. Personal leave is earned at the rate of one-half day per 18 workdays of employment for all regularly employed personnel of the Spring Hill Independent School District. A day of earned personal leave is equivalent to an assigned workday. State Personal leave is transferable among other Texas school districts with no limit on accumulation and generally transferable to education service centers. There are two types of personal leave: Non-discretionary and discretionary.

**Non-discretionary:** Leave taken for personal or family illness, emergency, or a death in the family or active military service is considered non-discretionary leave. Reasons for this type of leave allows very little, if any advanced planning. Non-discretionary leave will be granted to employees in the same manner as state sick leave.

**Discretionary:** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request three days in advance of the anticipated absence to his or her principal or supervisor. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

## **Local Leave**

All employees shall earn five workdays of paid local leave per school year at a rate of one-half day per 18 workdays of employment for all regularly employed personnel of the Spring Hill Independent School District. Local leave shall accumulate to a maximum of 30 workdays. If an employee leaves the district, any remaining days are not paid to the employee.

## **Sick Leave Bank**

The catastrophic sick leave bank is to provide paid leave to full-time district employees in the event of a personal catastrophic illness or injury or that of an immediate family member. Catastrophic illness or injury shall be defined as an illness, injury or disability that is life-threatening and requires major medical treatment, e.g. surgery, chemotherapy, radiation, etc. A district employee may voluntarily donate local or state or a combination of both sick leave days up to 5 days per school year. Employees who donate days must keep a minimum of 9 days, either state and/or local, in their sick leave record. Donated days become the property of the District and are not refundable. To receive days from the District sick leave bank, an employee suffering from a catastrophic situation as defined under "Purpose" shall have exhausted all available paid leave. An employee must donate at least one day per school year by September 30<sup>th</sup> to be eligible to participate in the sick leave bank for that year. An employee may receive

up to 20 days from the bank per school year, provided the number of days requested are available for withdrawal.

### **Family and Medical Leave (FML) General Provisions**

*Family & Medical Leave is managed by Human Resources*

Employees who have been employed by the district for at least 12 months and have worked at least 1,260 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees may take up to 12 weeks of unpaid job protected leave each year between July 1<sup>st</sup> and June 30<sup>th</sup> for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or a parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

## **NON-SCHEDULED WORK DAYS & VACATION**

### **Non-scheduled Work Days (226-day employees only):**

Employees on a 226 calendar have non-scheduled work days each year. When weekends and school holidays are removed from the calendar there are more than 226 days still available to work. The difference between the total days remaining and 226 are designated as non-scheduled work days. For the 2017-2018 school year there will be 10 days.

**Non-Exempt Employees:** Non-exempt employees are expected to use all of their non-scheduled work days by June 30<sup>th</sup> each year. Days that have not been used as of August 31<sup>st</sup> will be rolled into the employee's comp time balance.

**Exempt Employees:** Exempt employees have additional time in which to use their non-scheduled work days each year. 2016-2017 non-scheduled work days should be used by August 31, 2018. For 2017-2018 non-scheduled work days must be used by August 2019.

Exempt employees are not eligible to receive comp time. Any non-scheduled work days not used by the deadline will be forfeited.

### **Vacation (Custodians & Maintenance):**

Custodial employees are on a 240-day calendar and receive 5 days of paid vacation per school year. Vacation days will be available July 1<sup>st</sup> each year.

Maintenance employees are on a 255 calendar and receive 10 days of paid vacation per school year. Vacation days will be available July 1<sup>st</sup> each year.