

Summary of Leave Benefits

Paid Leave

State Personal Leave – Five days
Local Personal Leave – Five days
Extended Sick Leave – Ten days
State Sick Leave – earned before May 30, 1995
Sick Leave Bank – up to 30 days
Assault Leave – see summary

Unpaid Leave

Family Medical Leave (FML) – 12 weeks for standard FML and 26 weeks for military caregiver leave
Temporary Disability Leave (TDL) – 180 calendar days (granted only to employees in positions requiring SBEC certification)

State Personal 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 5 per semester, day 6 is a dock.
 - 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 3 consecutive days
 - Runs concurrent with FML and TDL when applicable

Local Personal (or Sick) Leave

- Accumulates without limit
- Available for use at the beginning of the year
- Used according to the terms and conditions of state personal leave
- Employees who TRS retire with the district shall be eligible for payment for accumulated local leave. Must have worked in ISD 5 years. Conditions outlined in Policy DEC(LOCAL)

Sick Leave Bank (SLB)

- Human Resources will send out administrative guidelines for donation in September
- Only member of the SLB may use the bank
- A request for leave is submitted to a committee for approval
- Available after all paid leave has been exhausted.
- May only received up to 30 donated days per school year
- New donations days are 3 for self or 4 for family

Comp Time

- Only applies to nonexempt employees who work overtime
- Must be used before all other paid leave
- Accrual is limited to 30 hours
- Must be used by the end of the duty year
- Use may not unduly disrupt district operations

Extended Sick Leave (EXT)

- Available after all paid leave days and/or compensatory time has been exhausted
- EXT leave is granted at a maximum of 10 days, used for an FML qualified absence
- 10 EXT days are deducted at the daily substitute rate

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
 - Qualifying exigency because of a family member's covered active military duty
 - Care for a covered service member 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 Human Resources for required forms
- Unpaid leave if employee has exhausted all paid leave
- Runs concurrent with district paid leave and FML
- 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

Assault Leave

- Provides extended income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job
- Applies only to physical injuries
- Medical certification is required
- Must be coordinated with workers' compensation
- Limited to two years from the date of injury

Medical Certification

Any employee who is absent more than 3 consecutive workdays because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness the employee's fitness to return to work.

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

Other Leave Benefits

- Non-Work (226+ EE only)
- Vacation (250 EE only)
- Jury Duty
- Truancy Court Appearances
- Religious Observance
- Military Leave

Please contact HR Benefits & Wellness Specialist
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