



EMPLOYEE NAME: \_\_\_\_\_

Leave Type	Leave Use	Absence Date
<i>Indicate the type of leave requested by checking the appropriate box. If no leave type is checked, leave will be applied according to policy DEC (Local).</i>	<i>Indicate the leave use by checking the appropriate box.</i>	<i>*Complete a separate form for each day of absence if leave requested is more than one day.</i>
<input type="checkbox"/> <b>Compensatory Leave</b>	<input type="checkbox"/> <b>Non-Discretionary</b> Includes: <ul style="list-style-type: none"><li>• Employee illness</li><li>• Immediate family illness</li><li>• Family emergency</li><li>• Immediate family death</li><li>• Military leave</li></ul>	<b>Non-Discretionary Leave Date of Absence:</b> _____ <input type="checkbox"/> Full Day <input type="checkbox"/> Half Day (A.M.) <input type="checkbox"/> Half Day (P.M.)
<input type="checkbox"/> <b>Local Leave</b>		
<input type="checkbox"/> <b>State Personal Leave</b>	<input type="checkbox"/> <b>Discretionary</b> <ul style="list-style-type: none"><li>• Leave used at employee's discretion</li><li>• Leave shall not exceed three (3) consecutive workdays</li><li>• Requires employee to submit a written request to immediate supervisor <b>three (3) workdays in advance of absence.</b></li></ul>	<b>Discretionary Leave Date of Absence:</b> _____ <input type="checkbox"/> Full Day <input type="checkbox"/> Half Day (A.M.) <input type="checkbox"/> Half Day (P.M.)
	<input type="checkbox"/> <b>Other</b> <ul style="list-style-type: none"><li>• <b>School Business</b> *Specify event or activity.  <b>Event/Activity:</b> _____</li><li><i>If attending a workshop or conference, employee shall provide a copy of the certificate of attendance</i></li><li>• <b>Jury Duty</b> *Employee must provide a copy of summons</li><li>• <b>Subpoena</b> *Employee must provide a copy of subpoena to appear</li><li>• <b>Truancy Hearing</b> *Employee must provide proof of attendance in truancy hearing</li><li>• <b>Religious Observance</b></li><li>• <b>Sick Foster Child</b></li></ul>	<b>Other Leave Date of Absence:</b> _____ <input type="checkbox"/> Full Day <input type="checkbox"/> Half Day (A.M.) <input type="checkbox"/> Half Day (P.M.)

Name of Substitute

Employee Signature: \_\_\_\_\_

Date of Request: \_\_\_\_\_

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## LEAVE TYPES

**Compensatory Leave:** Leave given in lieu of overtime compensation to nonexempt employees (individuals not employed by the District in an executive, administrative, or professional capacity, i.e., administrators, counselors, teachers). An agreement between the employer and employee shall be arranged before compensatory leave is granted to employee. An employee may not accrue not more than 240 hours of compensatory time.

**Local Leave:** Additional personal leave provided by the District in addition to state personal leave. All full-time employees shall earn seven (7) local leave days per school year. Local leave shall be noncumulative and shall be used according to the terms and conditions of state personal leave.

**State Sick Leave:** Leave retained by any district employees under former Section 13.904(a) of the Texas Education Code that occurred prior to May 30, 1995.

**State Personal Leave:** Leave provided by the District according to Texas Education Code 22.003(a). Employees are provided with five (5) days per year of state personal leave, with no limit on accumulation and no restrictions on transfer among districts.

## ORDER OF USE

Leave is granted in accordance with board policy DEC(Local). Available leave shall be used in the following order, unless employee requests a different order.

1. **Compensatory Leave (if earned)**
2. **Local Leave**
3. **State Sick Leave (Leave accumulated before May 30, 1995)**
4. **State Personal Leave**

## LEAVE USE

### DISCRETIONARY

Taken at the employer's discretion, subject to limitations. A written request shall be submitted to immediate supervisor three (3) days prior to anticipated absence. The determination to approve or deny this leave is not based on the reasons for which an employee requests to use this leave; rather, it is based on the consideration of the effect(s) of the employee's absence on the educational program or district operations, as well as the availability of substitutes. **Discretionary leave shall not exceed three (3) consecutive work days.**

### NON-DISCRETIONARY

Used for personal illness, illness of immediate family, family emergency, death in immediate family, or absences related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

### ASSAULT LEAVE

A district employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from physical injuries sustained as a result of the assault. See policy DEC (Legal) for more information regarding assault leave.

### DEVELOPMENTAL LEAVE

The SCISD Board of Trustees may grant a developmental leave of absence for study, research, travel, or other suitable purpose to an employee working in a position requiring a permanent teaching certificate who has served in the district at least five (5) consecutive school years. See policy DEC (Legal) for more information regarding developmental leave.

### EXTENDED SICK LEAVE

After all available state and local leave have been exhausted, an employee may be granted in a school year a maximum of 20 leave days of extended sick leave to be used only for the employee's own personal illness or injury, including pregnancy-related illness or injury. A written request must be submitted to supervisor along with medical certification of the illness or injury.

### TEMPORARY DISABILITY

Consult Superintendent

## Neutral Absence Control

An employee who has excessive absences equal to five (5) workdays during the school year may be recommended for termination in accordance with DEC (Local), other applicable policies, and applicable laws (See DF). Excessive absence means failure to appear for work when no leave applies to the absence, and the absence is not excused on any other basis in policy or law. Elective leaves, if any, apply to and excuse an absence only when the leave has been duly elected by the employee and approved by the District and the absence qualifies for and falls within the leave period. Workdays are those days on which the employee is required to perform services for the District in compliance with policy and the employment agreement between parties.