



ALEDO ISD ADMINISTRATIVE REGULATION

Board Policy: DEC

Administrative Approval Date: July 11, 2022

Effective Start Date: August 22, 2022

TOPIC: COMPENSATION AND BENEFITS – LEAVE AND ABSENCES

Purpose

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of DEC Local and Legal policy. Regulations are included for the operation of the district's sick leave bank as well as the peace/police officer's mental health and quarantine leave.

Leave Availability

An employee using full or proportionate paid leave shall be considered to be in paid status. The district shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available.

Deductions - Leave without pay

Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay. If an employee uses more local leave than he or she has and remains employed with the district through his or her last duty day, the district shall deduct the cost of the excess leave days from the employee's pay.

Leave Increments

Leave shall be recorded in half-day increments for all employees. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

Order of Use

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

- Local leave
- State leave

Earned compensatory time shall be used before any available paid state and local leave. Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted. When an absent employee is eligible for FMLA leave, the district shall designate the absence as FMLA leave.

Concurrent Use of Leave

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

The district shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

Sick Leave Bank Purpose

The purpose of the Sick Leave Bank (SLB or Bank) is to provide paid sick leave bank days to members of the bank who are unable to perform the duties of their position due to a catastrophic illness or injury and has exhausted all paid leave.

Definitions

1. Sick Leave Bank - A pool of local leave days voluntarily contributed by eligible employees to be used by members who have exhausted all paid leave but are unable to perform the duties of their position due to a catastrophic illness or injury of the employee.
2. Sick Leave Bank Days - Days granted to a member from the SLB.
3. Eligible Employee - An individual who is regularly scheduled to work at least 30 hours per week and who is employed in an allocated budgetary position.
4. School Year - The 12-month period beginning September 1 and ending August 31 of the following year.
5. Catastrophic Illness or Injury - A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee.

Examples of, but not limited to, include:

- a. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility; or
- b. A period of incapacity requiring absence of more than ten calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a licensed health care provider; or
- c. Any period of incapacity due to pregnancy, or for prenatal care; or
- d. Any period of incapacity or treatment due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- e. A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective (e.g., Alzheimer's, stroke, terminal disease, etc.); or
- f. Any absence to receive multiple treatments (including any period of recovery) by, or referral by, a licensed health care provider (e.g., chemotherapy, physical therapy, dialysis, etc.)

Sick Leave Bank Membership Eligibility

All district employees who are regularly scheduled to work at least thirty (30) hours per week, are in an allocated full time budgetary position, and who are eligible to earn at least three (3) days of local

leave in the school year in which application for membership is made, are eligible to join the Sick Leave Bank. A district employee whose membership in the Sick Leave Bank was involuntarily revoked may not rejoin.

Sick Leave Bank Enrollment

1. Any eligible employee may join the Sick Leave Bank by completing an application form and contributing two (2) days of accrued local sick leave. An employee desiring to join during the current school year must be able to earn at least three (3) days between the date of his or her employment and the end of the school year in which membership is sought. Completed applications should be submitted to the Human Resources Department.
2. The enrollment period for current employees shall be September 1 through September 30 of each school year. The effective date of coverage is the employee's first official workday of the new school year.

Late applications will not be accepted.

3. New employees must apply for membership within thirty (30) calendar days of employment. Membership will not be effective until the first day of the month following sixty days of employment (e.g., An eligible employee who is hired on September 15 and applies for membership during the first 30 calendar days of employment will become a member on December 1 of that enrollment year.

Member Contribution to Sick Leave Bank

1. Initial Contribution. Each applicant for membership to the SLB must contribute two (2) days from his or her accrued local leave. The district will subtract the donated days from the employee's local leave balance. The donated days become the property of the SLB. Donated days are not returned to the employee, even if the employee's membership in the SLB ends.
2. Repayment of SLB days. Members who do not use days from the SLB during a school year normally are not required to donate two (2) additional days from their accrued local leave each year to remain a member. A member who uses days from the bank during a school year must donate an additional two (2) days the following school year to remain a member of the SLB. Refusal to repay days to the SLB when required will result in immediate cancellation of membership and the member will not be eligible to reapply for membership.
3. SLB Reserves. Upon commencement of the first year of the SLB, there is a minimum participation requirement of 50 members in order to establish a SLB for the school year. For subsequent years, this minimum participation number may increase as the district size increases. When SLB reserve days fall below two times the number of members, the Sick Leave Bank Committee will require members to donate a minimum of one (1) additional local leave day to replenish SLB reserves. If a member does not have the required additional local leave day to donate, his/her membership will be suspended for the remainder of the school year. The suspended member will be required to wait until the next enrollment period to apply with the two (2) local leave days required of new enrollees.
4. Closure of SLB. If the SLB Reserves are depleted or become critically low and there is not sufficient membership to sustain the Bank, the SLB Committee will close the Bank and all membership and benefits will end for that school year. All donated leave will be forfeited.

5. Voluntary cancellation of membership. If a member cancels his or her membership in the bank, this request is required to be in writing. Days contributed for membership remain the property of the bank. If the employee wishes to rejoin the SLB at a later date, he or she may do so only during the next enrollment period and must donate two (2) additional days.

Sick Leave Benefits

A. Restrictions on Use of Leave

1. A member may receive a minimum of ten (10) and a maximum of thirty (30) days from the SLB in any school year.
2. A member may receive sick leave bank days only for a severe condition or combination of conditions affecting the mental or physical health of the employee (as defined above) that requires the member to be absent from work.
3. The Sick Leave Bank will not cover routine parental leave following the birth of a child. However, extended absences caused by serious medical complications arising from pregnancy, childbirth, or related medical conditions may be considered by the Sick Leave Bank Committee on an individual basis based on the criteria set forth above.
4. A member may make application in advance of need from the Sick Leave Bank. Days awarded will be given once the required absence(s) occur (days will not be given in advance).
5. Days from SLB will be granted only for a catastrophic illness or injury of the employee which necessitates an absence from work of ten (10) consecutive days or longer.
6. Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days, or other such days for which the member is not actually scheduled to work.
7. A member who has received fewer than 30 days from the Sick Leave Bank in a school year, returns to work, and then experiences the same or different catastrophic illness or injury for the employee, may apply to the Sick Leave Bank for additional days. The Sick Leave Bank Committee may grant the request if the absence qualifies as a catastrophic illness or injury, but the total days granted may not exceed thirty (30) days per school year. The maximum number of days awarded for life per member is ninety (90) days.
8. A member may only be paid for the actual amount of salary the member is docked less standard payroll deductions. Payment to the member will be made only in the member's regular payroll check and only after the Sick Leave Bank Committee's approval of the member's requested days.
9. A member may not receive sick leave days from the bank for a period of disability for which the member receives benefits under the Workers' Compensation Act unless the member has exhausted all workers' compensation temporary income benefits as well as his or her own paid leave.
10. All unused days in the SLB remaining at the end of the applicable school year will be carried over to the next school year.

B. Membership in the SLB will end for the following reasons:

1. Termination of the member's employment with the Aledo Independent School District for any reason.
2. Suspension without pay of the member (no sick leave bank benefits may be received during the suspension).
3. Voluntary cancellation of membership must be in writing, directed to the Executive Director of Human Resources (However, member will not receive a refund of days donated to the SLB).
4. Any abuse or misuse of SLB guidelines or rules as determined by the SLB Committee will be reported to Central Administration as a recommendation for resolution. (Note: A member who misuses SLB benefits may be required to reimburse the Bank for any costs incurred).
5. An approved leave of absence other than for personal illness (during such leave of absence, SLB membership is suspended, and no benefits may be granted).
6. Engaging in any employment or self-employment during a period of absence for which the member applies for and receives SLB days.

Procedures to Apply for the Sick Leave Bank

A. A member who requests days from the SLB must submit the following:

1. A completed Request for SLB Days on the form provided by the SLB (see #6 for form location).
2. A statement from the member's attending physician or licensed health care provider which includes:
 - a. A description of the nature and/or extent of the catastrophic illness or injury.
 - b. Date of initial onset of the condition.
 - c. Anticipated date eligible to return to work on a full-time basis without restrictions.
 - d. Anticipated days, if any, for follow-up examinations and treatments.
3. The physician's/licensed healthcare provider's statement must be legible, personally signed by the physician/licensed healthcare provider, and completed in lay language. The statement must be completed on the form provided by the SLB. The Sick Leave Bank Committee will not consider any physician's/licensed healthcare provider's statement unless it is on the appropriate form and is filled out completely.
4. Any additional information requested by the Sick Leave Bank Committee.
5. Completed requests for SLB days must be submitted to the Director of Human Resources no less than 48 hours prior to a scheduled Committee meeting for the request to be considered.
6. Appropriate forms are available in the principal's office at each school, in the District's Human Resources office, and on the district's website under Human Resources Forms.
7. The SLB Committee may refuse to consider an application that is untimely, does not contain the required information, or is otherwise incomplete.
8. A member's refusal or failure to promptly submit all information requested by the SLB Committee may result in a denial of the member's request for SLB days or a delay in the determination of such days.

9. If a member's incapacity is of such a nature that he or she cannot personally apply for SLB benefits, the application may be submitted on the member's behalf by his/her campus/department administrator or member of the employee's family.

Sick Leave Bank Committee

A. Name

1. The governing committee, which will approve or disapprove all requests for Sick Leave Bank days, shall be called the Aledo Independent School District SLB Committee (the "Committee").
2. Membership on the SLB Committee will be composed of:
 - a. Five voting members who are elected by the members of the SLB:
 - a. One (1) representative from elementary school professional staff
 - b. One (1) representative from middle or intermediate school professional staff
 - c. One (1) representative from high school professional staff
 - d. One (1) representative from paraprofessional/auxiliary/child nutrition staff
 - e. One (1) representative from central administration staff
 - b. Nonvoting Members
 - a. The Executive Director of Human Resources shall serve as the facilitator of the SLB (unless in the event of a tie or if a committee member is the individual who is a requestor of SLB days).
 - b. The SLB Committee may request that the Payroll and Benefits Coordinator serve as a nonvoting member of the Committee.

B. Term of Office

A member of the SLB Committee will serve for two (2) school years which constitutes one term. A committee member can serve multiple consecutive terms.

C. Member Selection Procedures

1. A request for nominations to fill open positions on the Committee will be solicited to the identified represented group for their nomination. These represented groups consist of one (1) representative from elementary school professional staff; one (1) representative from middle or intermediate school professional staff; one (1) representative from high school professional staff; one (1) representative from paraprofessional/auxiliary/child nutrition staff and one (1) representative from administration.
2. Only members of the bank for the identified represented group are eligible to vote on their representative Committee member.

D. Duties and Responsibilities of the Sick Leave Bank Committee

1. A majority of the voting members of the Committee will constitute a quorum. All decisions made by the Committee are to be by majority vote of the members attending the Committee meeting. In the event of a tie, the Director of Human Resources will cast the deciding vote.
2. All requests for SLB days shall be reviewed individually by the Committee in a called meeting. The Committee reserves the right to request additional information from a member who has requested days from the SLB. A member's failure or refusal to promptly provide all information requested may result in denial of or delay in the determination of the member's request for SLB days.

3. The Committee will determine the number of days approved for any member. It may be a minimum of ten (10) days and up to thirty (30) days in a school year. The Committee reserves the right to approve, disapprove, or modify the number of days requested.
4. All decisions regarding the SLB may be appealed in accordance with DGBA (LOCAL), by submitting a written request for review to the Director of Human Resources and requesting to appear in person before the Committee. In accordance with DGBA (LOCAL), an appeal must be submitted to the Director of Human Resources no later than the tenth business day after the Committee's decision was received. The Committee will consider the member's appeal and may request additional information concerning the member's request.
5. The Director of Human Resources will process and submit to payroll all approved SLB days for the membership. These records will be maintained in the Human Resources department.
6. Because Committee members have access to highly confidential medical information and records about District employees, each Committee member agrees to maintain in strict confidence all employee information provided to the Committee. Each member will be required to sign a confidentiality statement. If confidentiality is not maintained, the Committee member may be removed from the Committee and this violation will be documented.
7. If a SLB Committee member has a family member request come before the Committee, that individual is unable to vote on his/her own family member's request for SLB days.

Mental Health and Quarantine Leave for Police Officers

The purpose of this policy is to provide guidance regarding the use of mental health leave and quarantine leave for authorized police officers employed by the district.

Definitions: Mental Health Leave – Up to 5 days of leave with pay granted in response to a traumatic event that occurred in the scope of the police officer's employment.

Traumatic Event – An event which occurs in the police officer(s) scope of employment when the officer is involved in the response to, or investigation of, an event that causes the officer to experience unusually strong emotional reactions or feelings which result in an adverse effect on the mental health of a police officer, resulting in the documented need for mental health leave.

A traumatic event is an incident or event that causes physical, emotional, or psychological harm. The person experiencing the distressing event may feel physically threatened or extremely frightened as a result. Traumatic events are characterized by a sense of horror, helplessness, serious injury, or the threat of serious injury or death.

Conditions –

Below is a non-exhaustive list of examples of traumatic events in the course and scope of employment that can have an effect on an officer's mental health.

- Major disasters which may include response to weather related events involving casualties; or explosions with casualties, or search and recover missions involving casualties.
- Incidents involving casualties which may include shootings or traffic accidents.
- Line of duty death or suicide of a department member
- Death of a child resulting from violence or neglect
- Officer(s) involved shooting of a person.

A traumatic event does not include an employee's reaction to legitimate personnel action, including a transfer, promotion, demotion, disciplinary action (e.g., verbal, or written warning), or termination.

Requesting Mental Health Leave

An officer directly involved in a traumatic event may request the use of mental health leave. The request shall be made in writing through the Police Chief and Executive Director of Human Resources. Medical certification by a health care provider as defined by the Family and Medical Leave Act, must be submitted with a request for police officer mental health leave. The request and supporting medical certification documentation shall be treated as a priority matter and a decision on the granting of leave shall be made as soon as possible.

Effect on Paid Leave Balances

The district will not reduce an eligible employee's local or state leave accruals for mental health leave taken in accordance with this policy.

Confidentiality of Request

All requests, including the circumstances that lead to the request, will be treated as confidential information. Communications/conversations regarding the affected employee's health status will be kept confidential by the supervisor and any other need-to-know management staff as required by state and federal law. All requests for leave will be coordinated with worker's compensation to ensure a first report of injury is filed, as appropriate.

Coordination with workers' compensation

All requests for leave will be coordinated with the workers' compensation office or specialist to ensure a first report of injury is filed, as applicable.

Employee Responsibilities

After experiencing an identified traumatic event while in the course and scope of employment, it is prudent for the affected employee to openly communicate his/her current mental/physical status to their supervisor. Employees should be open to suggestions by their supervisor in using mental health leave and/or seeking assistance from a crisis intervention professional.

Duration of Mental Health Leave

An officer directly involved in a traumatic event may request up to five (5) working days of mental health leave per traumatic event. Any mental health leave hours granted are not required to be used consecutively.

Definitions: Quarantine Leave

Aledo ISD police officers who the Health Authority requires to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty will receive the following benefits during the quarantine:

- (a) Regular full pay for the duration of the quarantine or isolation period.
- (b) Reimbursement of documented reasonable costs related to quarantine or isolation deemed necessary by the Health Authority, including lodging, medical, and transportation. Aledo ISD

determines when an employee is required to be quarantined or isolated due to possible or known exposure to a communicable disease while on duty and the duration of the leave. Peace officers should quarantine or isolate if required by area Health Authority or their designee, this request for the need for quarantine leave as soon as they have been placed on quarantine by notifying their immediate supervisor and Human Resources.

Procedures for Requesting Paid Quarantine Leave Benefits

Eligible employees may request paid quarantine leave benefits as follows:

- a. The employee must notify their supervisor and Human Resources of the need for paid quarantine leave as soon as possible.
- b. The employee's department completes the Quarantine Leave for Police Officers Request Form along with evidence of a positive Covid-19 test result, certification from the Parker County Health Authority to validate the need for leave.
- c. Once the Health Authority receives the request, the Health Authority will determine if the employee requires quarantining or isolating and if the employee should be reimbursed for any reasonable costs related to the quarantine or isolation.
- d. After review, the Health Authority will indicate on the Quarantine Leave for Police Officers Request Form whether the request is approved or denied and will notify Human Resources of the decision.
- e. After receiving an approved quarantine leave request, Human Resources will review and add paid quarantine leave day required to the employee's leave record in AESOP. Human Resources will also notify the employee that the request was approved.
- f. If the Health Authority approved an employee's request for reimbursement of documented reasonable costs related to a quarantine, the employee must follow the district's regular reimbursement process to obtain reimbursement.

Family Medical Leave Entitlement - FMLA

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care.
- To bond with a child (leave must be taken within 1 year of the child's birth or placement).
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition.
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.
- An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitute accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

FMLA Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

FMLA Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months.
- Have at least 1,250 hours of service in the 12 months before taking leave*; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Requesting FMLA Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and follow the employer's usual procedures. Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FML.

Use of Paid Leave

FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses

Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregivers leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave

When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently in as few as one-hour increments or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty

An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement

An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

Failure to Return

If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact

Employees that require FML or have questions should contact Human Resources Leave Specialist for details on eligibility, requirements, and limitations.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

Temporary Disability Leave

Certified Employees - Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work. When an employee is ready to return to work, the Superintendent's office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days. An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or injury wage. If the use of paid leave is not elected, the employee may only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which will not equal your pre-injury wage. Job protection rights will apply for 180 days.

Assault Leave

Assault leave provides extended job 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. An incident involving an assault is a work-related injury and should be immediately reported to Supervisor and Payroll/Benefits Coordinator.

Bereavement Leave

Use of state leave and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the district.

Jury Duty

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent or guardian of a child and any court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observation

The district 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. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in

authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and apply for reemployment within the time specified by law to Human Resources. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Payroll for details on eligibility, requirements, and limitations.