LACKLAND ISD LEAVE ADMINISTRATION FLOWCHART

According to Board Policy DEC Local, all leaves shall be used on a concurrent basis. The flowchart below illustrates the leave details, including potential pay, job protection and employer-paid insurance benefits.

Local & State

- Full pay
- Job Protection
- Employer-paid insurance benefits
- •Employee or immediate family illness

Emergency Sick Leave

- Partial pay (less appropriate sub rate) up to 15 days
- Job protection
- Employer-paid insurance benefits
- Employee illness only

Sick Leave Pool

- Eligibility: 2 years with LISD required
- Full pay, up to 60 days
- Job Protection
- Employer-paid insurance benefits
- Employee or immediate family illness

FLMA

- •Eligibility: 12 months employment and 1,250 hours one year prior to FMLA leave need
- No pay, unless the employee has available full or partial pay leave, up to 12 weeks (26 weeks for Military Leave)
- Job Protection
- Employer-paid insurance benefits, up to 12 weeks
- Employee or immediate family illness

Temporary Disability Leav (SBEC)

- •FT employee required to be certified thru SBEC
- •No pay, unless the employee has available full or partial pay leave, up to 180 calendar days
- Job Protection
- •No employer-paid insurance benefits unless eligible for FMLA (up to 12 weeks)
- Employee illness only

Workers Compensation (On Leave)

- •Full pay if the employee has available full or partial pay leave and opts to take leave in lieu of WC benefits
- Job Protection
- Employer-paid insurance benefits

Workers Compensation (On FMLA)

- No pay unless the employee has available full or partial pay leave and opts to take leave in lieu of WC benefits
- •Job Protection if eligible for FMLA
- Employer-paid insurance benefits, if eligible for FMLA, up to 12 weeks

Workers Compensation (not on leave or eligible for FMLA)

- No pay, but may be eligible for WC benefits
- •No job Protection reinstatement subject to medical release
- •No employer-paid insurance benefits

Precautionary Exclusion Leave (PEL)

Local leave available on a temporary basis and only when directed by a district nurse to NOT report to work due to COVID-19.

Note. If an employee <u>does not</u> have available leave (including emergency sick leave and sick leave pool), and <u>is not</u> eligible for FMLA, the employee has no job protection and is not eligible for the employer-paid insurance benefits. The employer-paid insurance benefits will stop at the end of the month during which the last paid leave day occurs.

Note. Telework, while tracked as a leave, is not a leave. Telework is only available to employees in a Telework authorized position after executing the Telework Agreement and ONLY for: 1) COVID-19 related stay-at-home, isolation or quarantine directives from the district, and 2) full-day, virtual professional development approved by the immediate supervisor.