



**LACKLAND**  
Independent School District

Everything YOU Need to Know...  
About Leaves & Absences

# Leaves and Absences

- Some leaves are required by federal law and others by state law
- Local leaves are provided subject to School Board Policy

# Federal Leave Types

- Family & Medical Leave
  - Governed by the Family and Medical Leave Act (FMLA) of 1993, as amended in 2009
- Types of FML
  - Family & Medical Leave
  - Military Caregiver Leave
  - Qualifying Exigency Leave
- Refer to Board Policies: DEC & DECA
- Refer to Everything You Need to Know About...Family & Medical Leave Act (FMLA)

# State Leave Types

- State Personal Leave
  - Started in 1995-96 for all employees
- State Sick Leave
  - Provided prior to 1995-96 to professional and paraprofessional employees only
- Temporary Disability Leave
  - Only SBEC-certified staff is eligible
- Assault Leave
  - District employee who is physically assaulted during the performance of their duties is eligible
- Refer to Board Policy: DEC

# Local Leave Types

- Local Sick Leave
  - Must be used in accordance with rules for State Sick Leave
    - Illness of employee
    - Illness of member of employee's immediate family
    - Family emergency
    - Death in the employee's immediate family
    - During military leave
- Refer to Board Policy: DEC

# Local Leave Types

- Extended Sick Leave
  - After all available state and local leave days have been exhausted, an employee shall be granted in a school year a **maximum of 15 leave days** of extended sick leave to be used only for the employee's own catastrophic illness or injury, including pregnancy-related illness or injury.
  - This is a partially paid leave.
- Refer to Board Policy: DEC

# Local Leave Types

- Sick Leave Pool
  - An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee. (Maximum Days = 60)
- Refer to Board Policy: DEC

# Order of Leave Usage

- Earned compensatory time (applicable to non-exempt staff only) shall be used before any available paid state and local leave.
- Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:
  1. Local leave.
  2. State sick leave
  3. State personal leave



# How Many Days of Leave Can I Earn Per Year?

- If you are employed the entire school year (work calendar), you can earn the following state and local leaves:
  - State Personal Leave – 5 days
  - Local Sick Leave –
    - 10-month staff – 5 days
    - 11-month staff – 6 days
    - 12-month staff – 7 days

# Things to Do....

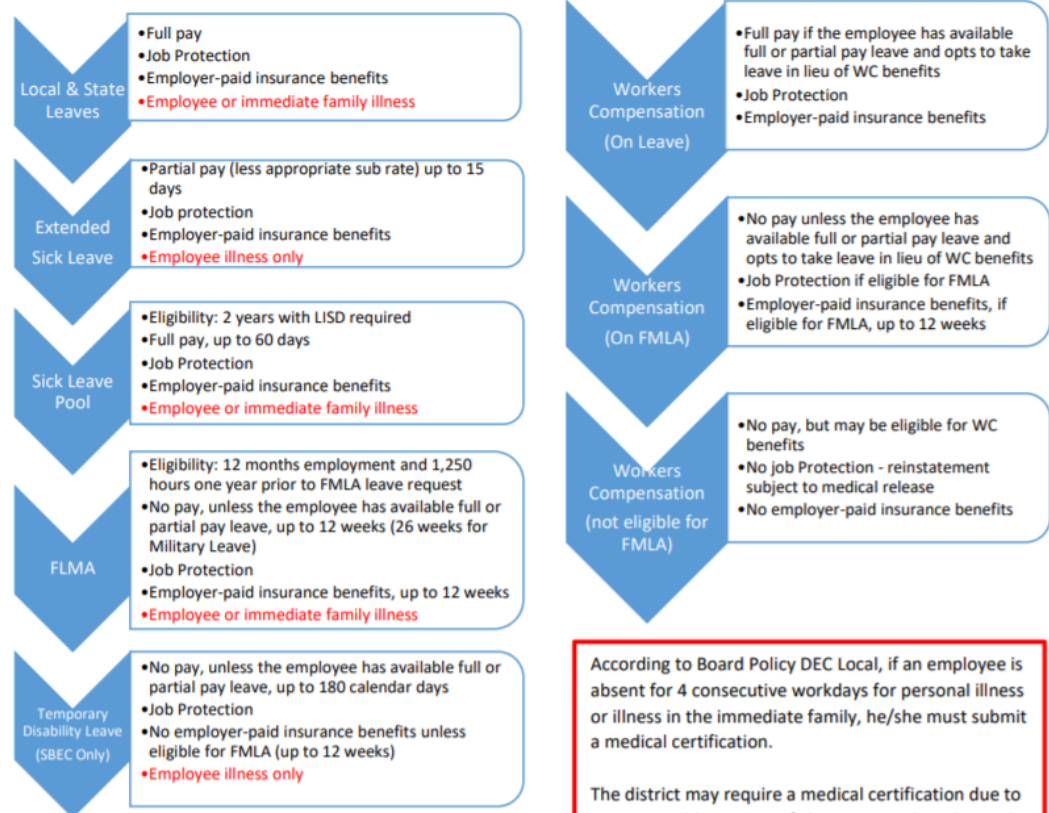
- When you need to take leave....
  - Notify your immediate supervisor
  - Review the appropriate School Board Policies related to Leaves and Absences
  - Determine which leave type(s) apply to your planned absence from work
  - Review your available leave (refer to your most recent paystub)
  - Submit the appropriate written request or form to the Payroll Department

# Leave Administration Flowchart



## 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 federal, state and local leaves, including eligibility for job protection and employer-paid insurance benefits.



Note. Employees must submit a return-to-work medical certification after an extended absence (defined as absent for 4 or more consecutive days) and/or as deemed necessary by the supervisor or Superintendent. If an employee has any work-related restrictions, the HR/Payroll department must approve the restrictions before the employee may return to work.

# And, the Most Important Thing.....

- Visit the Payroll Department
  - We will walk you through the available leaves



# Attendance Incentive Program

- You may be eligible for a stipend if you have “perfect” or “near-perfect” attendance during YOUR entire school year (work calendar)!
  - Refer to the program guidelines (included in the Compensation & Benefits Handbook).
    - **0 Absences = \$750**
    - **1 Absence = \$500**
    - **2 Absences = \$250**

# Questions



Submit your questions via email to:  
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