

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
ADMINISTRATIVE REGULATION

DISCRETIONARY LEAVE	Discretionary leave is leave taken at an employee's discretion and must be scheduled in advance. An employee wishing to take discretionary personal leave must submit a notice of the request seven days in advance of the anticipated absence to his or her principal or supervisor.
LIMITATIONS	<p>Discretionary leave will be considered for approval and will be subject to the following limitations:</p> <ul style="list-style-type: none">• The seven-day advance notice of the request for discretionary leave may be waived due to extenuating circumstances.• Effect of the employee's absence on the educational program or department operation.• Availability of a substitute.• Limited to no more than five consecutive days.• Discretionary leave may not be taken on the following days except with special approval for extenuating circumstances as approved by the principal or immediate supervisor:<ul style="list-style-type: none">• Professional Development/Student Holidays• First/Last Day of School• Day before a Student and Staff Holiday• Day after a Student and Staff Holiday• Early Release Days for Students• Bad Weather Make Up Days• Days scheduled for the end of a six-week and/or nine-week grading period• Days scheduled for state assessment testing
RECORDING	Leave shall be recorded in one-third day increments for employees when the reason for leave is due to an epidemic or other emergency conditions.
LONG-TERM LEAVE OF ABSENCE	<p>All employees, excluding substitute or temporary employees, after five years of service may be granted an unpaid, one-time, one-year leave of absence.</p> <p>A leave of absence may be granted for any of the following reasons:</p> <ol style="list-style-type: none">1. Serious illness of the employee;2. Serious illness of members of the employee's immediate family;3. Personal hardship;4. Student in an institution of higher learning;5. Extensive travel that may be considered of equal educational value training, or research in an institution of higher learning; or6. Special service related to education at an approved college or university, Texas Education Agency (TEA), governmental

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agency, exchange teaching, recognized professional organization, Peace Corps, job corps, or elective office.

For any reason listed above, the employee shall be required to provide proper documentation to human resources.

LONG-TERM
APPLICATION
PROCEDURE

An application for the beginning of the following school year for a long-term leave of absence shall be made in writing to human resources by April 1. After April 1, exceptions may be granted in cases of emergencies or extenuating circumstances by written request to human resources at the earliest practical time.

The duration of long-term leave of absence runs simultaneously with the work calendar of the employee and shall be limited to one year.

Upon completion of the leave period, the employee must submit in writing his or her intent to return to work by March 1 prior to the beginning of the school year in which the employee intends to return to work.

An employee returning from a long-term leave of absence shall be entitled to an assignment at the campus where the employee was formerly assigned, subject to the availability of an appropriate position. Should an appropriate position or assignment not be available at the campus where the employee was formerly assigned, the employee may be assigned to another location or department at his or her regular daily rate, excluding any supplemental pay or stipends.

The employee shall return to work on the date approved by the Superintendent or designee. This may include being directed to remain on leave for the remainder of the school year for which leave was granted. If the employee does not provide proper or timely notice of intent to return to work, the employee shall be notified that by failure to notify the District, he or she is resigning his or her position. If the employee does not appeal within ten calendar days of the date the notification is mailed, his or her employment shall be terminated.

MATERNITY LEAVE
OF ABSENCE

Employees are directed to follow the policy for pregnant employees and nursing mothers in the EMS-ISD Personnel Rules, Regulations, and DEC(LOCAL). The employee may contact HR to find out what options are available to them. When employees seek to return following any maternity leave, they shall be required to

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furnish a statement from their doctor to the effect that their physical condition permits the resumption of continuous employment without endangering health.

PEACE OFFICER
MENTAL HEALTH
LEAVE

Peace officers employed at EMS ISD who experience a traumatic event within the scope of their duties are eligible for paid mental health leave. The peace officer can request up to three days of paid leave directly from the Chief of Police.

After the initial three-day period, the peace officer can request an additional period of up to three days. The peace officer must provide supporting documentation to the Chief of Police showing additional paid mental health leave days are needed.

The Chief of Police may grant a maximum of two extensions, totaling nine days of paid mental health leave. If the peace officer requires more time, they may utilize any other paid or unpaid leave available to the officer for which they qualify.

PEACE OFFICER
ILLNESS OR IN-
JURY LEAVE OR
ABSENCE

Peace Officers employed at EMS ISD who experience an illness or injury while performing tasks within the scope of their duties are eligible for leave at full pay

If additional time is needed the peace officer may request FML (Family Medical Leave) and FML eligibility requirements must be met. For the purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date the peace officer's first FMLA leave begins.

During the FMLA leave period, the peace officer must utilize accumulated benefits days (such as sick or personal days) for continued compensation. Once the accumulated paid benefits days are exhausted, the peace officer will be subject to a dock in pay.

Before returning to work, the peace officer must provide a medical statement from a healthcare provider certifying their ability to return to work, with or without restrictions. The statement from the healthcare provider should outline any restrictions and provide a duration for those restrictions. The peace officer is not permitted to resume work until they have been cleared by the Human Resources department.

For required paperwork and further information, contact the Human Resources department.