



Plainview ISD

USAGE OF LOCAL AND STATE LEAVE DAYS

Leaves and Absences

Policies DEC, DECA, DECB

Employees who expect to be absent for an extended period of more than (3) days should call JoAnn Gamez, Plainview ISD Benefits and Leave Specialist for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Employees must follow district and department or campus procedures to report or request any absence and submit the proper certification, as required.

Local Leave & State Personal Leave

All employees shall earn five (5) Local Leave and (5) State Personal Leave days per school year in accordance with administrative regulations.

1. **Personal Illness** of the employee
2. **Family Illness-Immediate Family** See employee handbook page 23 for description of Immediate Family
3. **Emergency-Immediate Family** – Emergency is considered life-threatening or a natural disaster situation. See Employee Handbook page 23 for complete description.
4. **Death in Family/Bereavement**

State Personal Leave

- ▶ State law entitles all employees to five (5) days of paid state personal leave per year. State personal leave for the current year is available for use at the beginning of the school year. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. State personal leave may be used for two general purposes: **nondiscretionary** and **discretionary**.
- ▶ **Nondiscretionary:** Reasons for nondiscretionary leave allow very little, if any, advance planning. Nondiscretionary leave can be taken in the same manner as state sick leave: personal or family illness, family emergency, a death in the family, or active military service.
- ▶ **Discretionary:** Leave taken at an employee's discretion that **can be scheduled in advance** is considered discretionary leave. An employee wishing to take discretionary leave must submit a request to his or her principal or supervisor seven (7) days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. **Discretionary use of state personal leave shall not exceed three (3) consecutive work days per semester and shall not be approved for more than five (5) workdays per semester.**
- ▶ **Any unapproved discretionary state personal leave absence or any discretionary state personal leave absence beyond the limit set forth in policy shall result in deduction(s) from the employee's pay at the employee's daily rate.**
- ▶ Discretionary state personal leave may not be taken on the following key days:
 - ▶ **Days scheduled for end-of-semester or end-of-year exams.**
 - ▶ **Days scheduled for State Assessment administrations.**
 - ▶ **Professional Development or Staff Development days.**

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Discretionary state personal leave may not be taken on the following key days:

Days scheduled for end-of-semester or end-of-year exams.

Days scheduled for State Assessment administrations.

Professional Development or Staff Development days.

Medical Certification or “Doctor’s note”

An employee shall submit medical certification or “doctor’s note” from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness the employee’s fitness to return to work

Refer to your Employee Handbook for FMLA regulations and guidance

- ▶ Employee is absent more than five (5) consecutive work days because of a personal illness or illness in the immediate family;
- ▶ The District requires medical certification or “doctor’s note” due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent.
- ▶ The employee requests Family Medical Leave (FMLA), Temporary Disability Leave, or days from the Catastrophic Event Benefit Bank for the employee’s serious health condition or that of a member of the employee’s immediate family;
- ▶ The Employee requests FMLA for military caregiver purposes



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Benefits & Leaves Specialist

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