

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

Discretionary personal leave will be considered for approval and will be subject to the following limitations:

- 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:
  - 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

All employees, excluding substitute or temporary employees, after five years of service may be granted an unpaid, one-time, one-year leave of absence.

A leave of absence may be granted for any of the following reasons:

1. Serious illness of the employee;
2. Serious illness of members of the employee's immediate family;

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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; or
6. Special service related to education at an approved college or university, Texas Education Agency (TEA), governmental 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.

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.

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A sick leave incentive program has been established for persons employed on an hourly basis.

Employees absent from work for no more than two days during the school year, defined as September 1 through August 31 each year, shall receive an award according to the following chart:

Number of Days Absent	10- Month Positions	12-Month Positions
0	\$100	\$150
1	\$50	\$75
2	\$25	\$35

The award shall be paid in September of the following year and in the payroll period after the close of the year.

Employees hired after September 1 but before February 1 shall be eligible to receive an award of one-half the value stated above.

An employee shall not be denied the attendance incentive because of absences under the FMLA or for the observance of religious holy days.