Manor Independent School District

Board of Trustee Meeting Agenda Item

November 16, 2026

CONSENT ITEM SHEET

RE: Consideration and Adoption of Policy DEC (Local) - Second Reading

Supporting Documents:

1. DEC (Local) Proposed Change

District Goals:

Goal 2: By 2032, Manor ISD will retain and support high-quality staff at all levels of the organization.

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Background

Our current DEC policy does not allow staff to use personal or state leave for more than three consecutive days. While many positions have long breaks for vacations, staff with contracts of 226 days or more do not. This includes custodians, maintenance staff, principals, and district administrators. The administration is recommending that we allow up to five consecutive days for both state and personal leave after considering the effect of the employee's absence on the educational process and district operations.

While this policy change affects all employees, the focus of this change is for employees who are scheduled to work during Fall Break, Winter Break, and Spring Break when most other district employees are not working. These are important work times for custodians and maintenance; since students are gone, they can accomplish more. However, we want to afford them the opportunity to have a week-long vacation at other points in the year, just like staff that does get Fall and Spring Break.

Fiscal Implications:

None

Administrative Recommendation:

Approve the change to policy DEC (Local) at the second reading.

Motion Language:

I move that the board adopt policy DEC (Local) as presented.

Dr. Robert Sormani	Dr. Robert Sormani
Contact Person	**Approved by Superintendent**