

Graham Independent School District

Board Agenda Item Synopsis

Subject: Review of Policy DEC (Local): Compensation and Benefits: Leaves and Absences

Background Information:

Graham ISD Policy [DEC \(Local\)](#) addresses leave and absences. At the request of the Trustees, Policy DEC (Local) subsection **Payment for Accumulated Leave Upon Retirement** will be reviewed. The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program. A professional or paraprofessional employee who retires from the District shall be eligible for payment for accumulated local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice by February 1 and complete the academic year. Noncontract employees must provide written notice at least 30 days before the last day of employment.
3. The employee has at least five consecutive years of service with the District.
4. The employee is retiring under the Teacher Retirement System of Texas (TRS) at the time of separation from the District.
5. The employee shall not have used more than 10 leave days in the year of retirement, with the exception of leave taken for FMLA purposes or religious holy days.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 50 days, at a rate established by the Board (\$75 per day, maximum of \$3,750). If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Administrative Consideration:

Data from the 2021-2022 school year through Spring 2025 indicates that 24 of 40 employees retiring have been paid for 765 days of accumulated leave totaling \$57,150. The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Budgetary Impact:

- Maximum days of accumulated leave for which payment shall be made
- Rate of pay established by the Board

Alignment to District Goals:

- 1. **Academics:** All students will be prepared for success at the next level.
- 2. **Our People:** Recruit and retain highly qualified employees at all levels.
- 3. **Finance and Facilities:**

- Optimize revenues and impact student achievement by increasing attendance rates at all campuses.
- Commit to excellence in facilities that promote innovative, health, and welcoming learning environments.
- 4. **Culture:** All stakeholders will take ownership in creating a welcoming, compassionate, unified school community striving for aspirational achievements.
- 5. **Safety:** Provide a safe, healthy and secure environment for all stakeholders.
- 6. **Communications:** Support student success through clear, consistent, and inclusive communication and marketing that builds trust, reflects our diverse community, and empowers all stakeholders.

Recommendation:

Information Only.

Meeting Date:

May 13, 2026