

POLICY REVIEW

DEC (LOCAL)

LEAVES AND ABSENCES



DEC(LOCAL)

DEC(local) addresses and defines how leave is earned, used, accumulated, reimbursed for both discretionary and non-discretionary leave

Key Elements

- Local Leave – All employees shall earn five (5) paid local leave days per school year.
- Accumulation – Local leave shall accumulate without limit
- Availability – district shall make state personal and local leave available for use at the beginning of the school year
- Earning Local Leave – Shall not earn local leave when in unpaid status
- Discretionary – Leave used at employee's discretion subject to supervisor approval
- Non-Discretionary – leave used for medical, child birth, adoption, family emergency
- Annual Reimbursement of Leave – professional employees reimbursed for unused current local leave at a rate determined by the board (\$50.00 per Day)
- Retirement Reimbursement of Leave – employee with at least five years of service shall be reimbursed up to 50 days of local leave at a rate determined by the board (\$50.00 per day)



DEC(LOCAL) — REVIEW AND REVISIONS

1. Leave policy goals, effectiveness and clarification of attendance incentive
2. Request for extended leave, sick leave pool, sick leave banks
3. Reimbursement for Leave Upon Retirement clarifications and updates

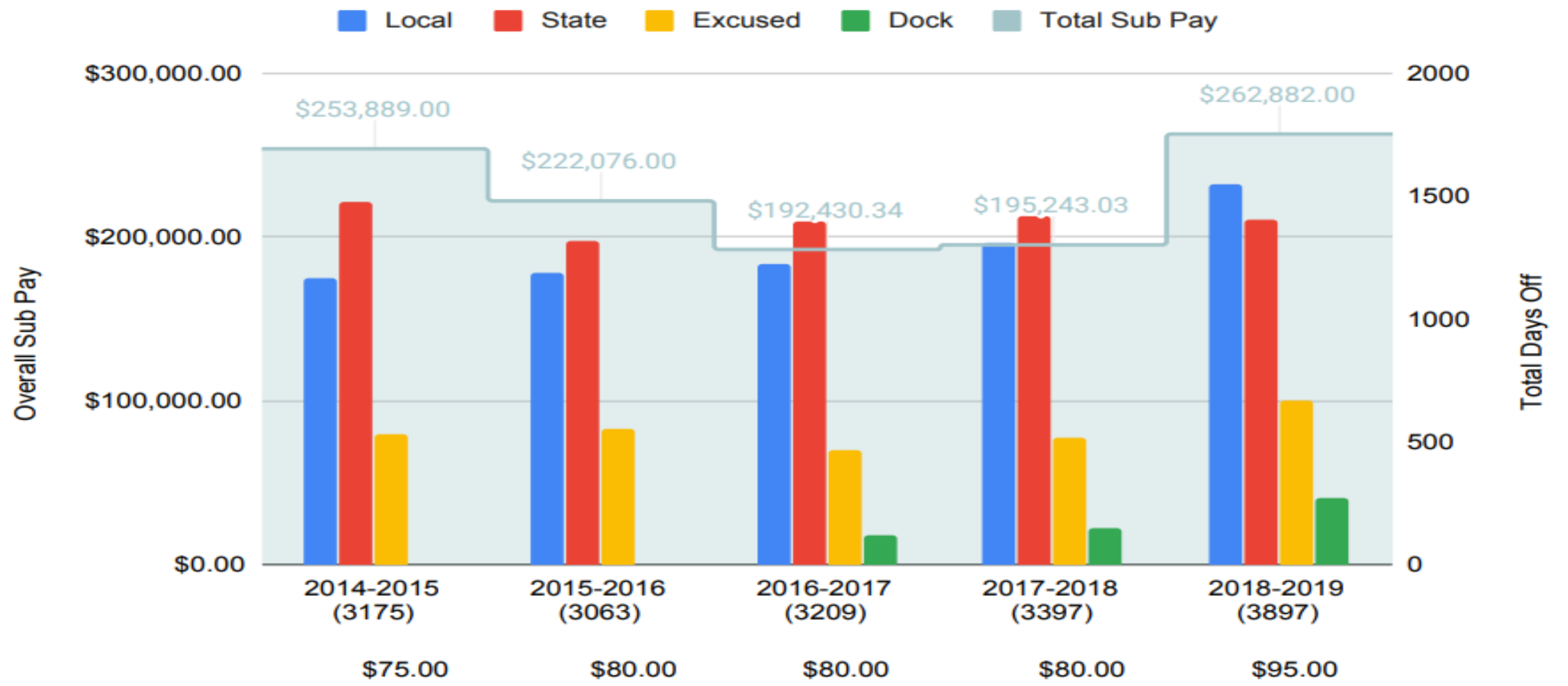


DEC(LOCAL) — REVIEW AND REVISIONS

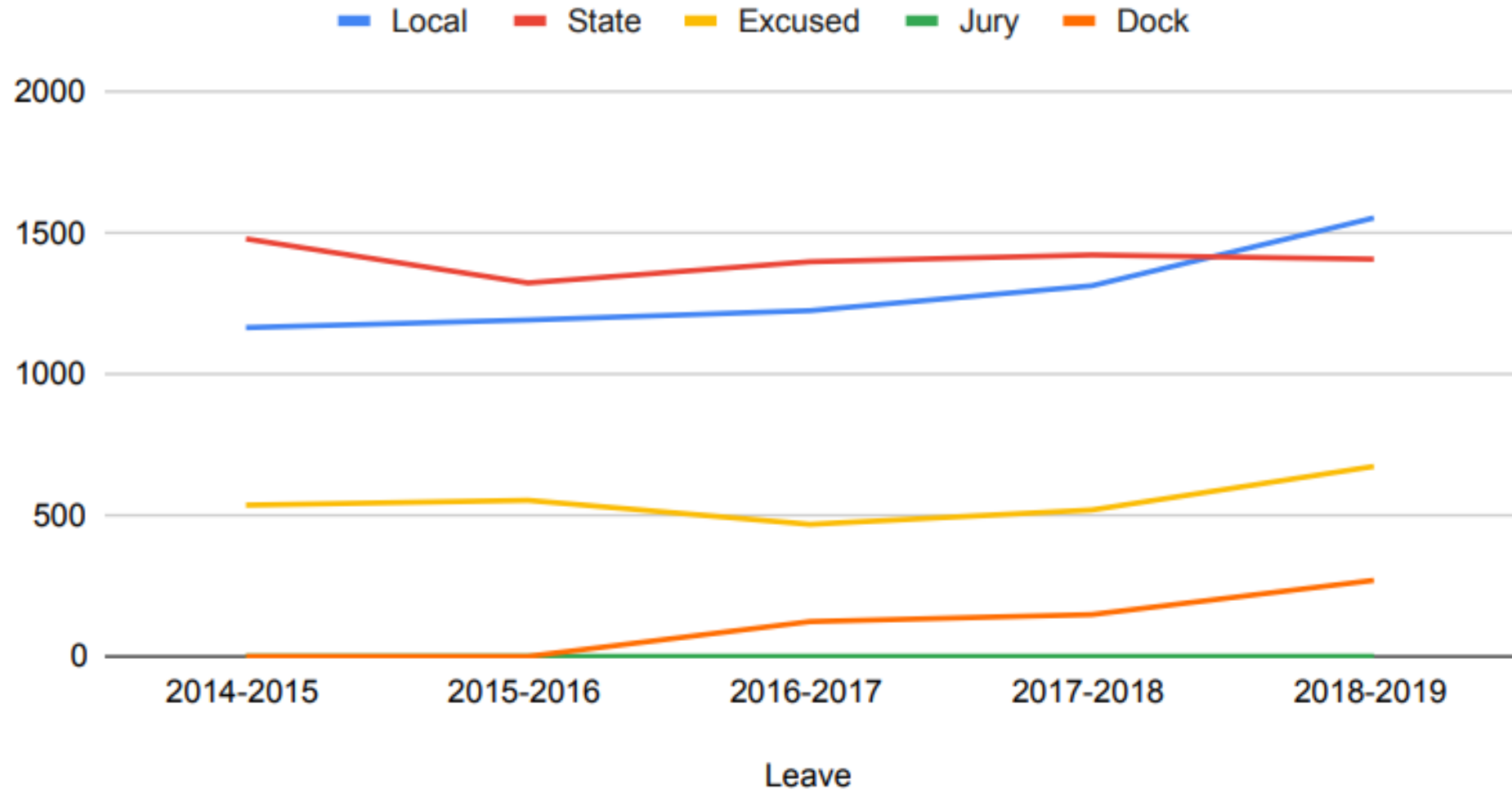
- 1. Leave policy goals, effectiveness and clarification of attendance incentive**
 - Goal: to provide incentive to reduce teacher absences
 - Annual reimbursement of leave with out deduction from employee's local leave balance, only district in state, causing unintended consequences
 - Campus administrators becoming increasing concerned with amount of absences and number of absences not able to fill with substitute
 - Comments pertaining to who is eligible for incentive
 - Clarification pertaining to if retiring staff are eligible for attendance and retirement in same year.



Leave Evaluation

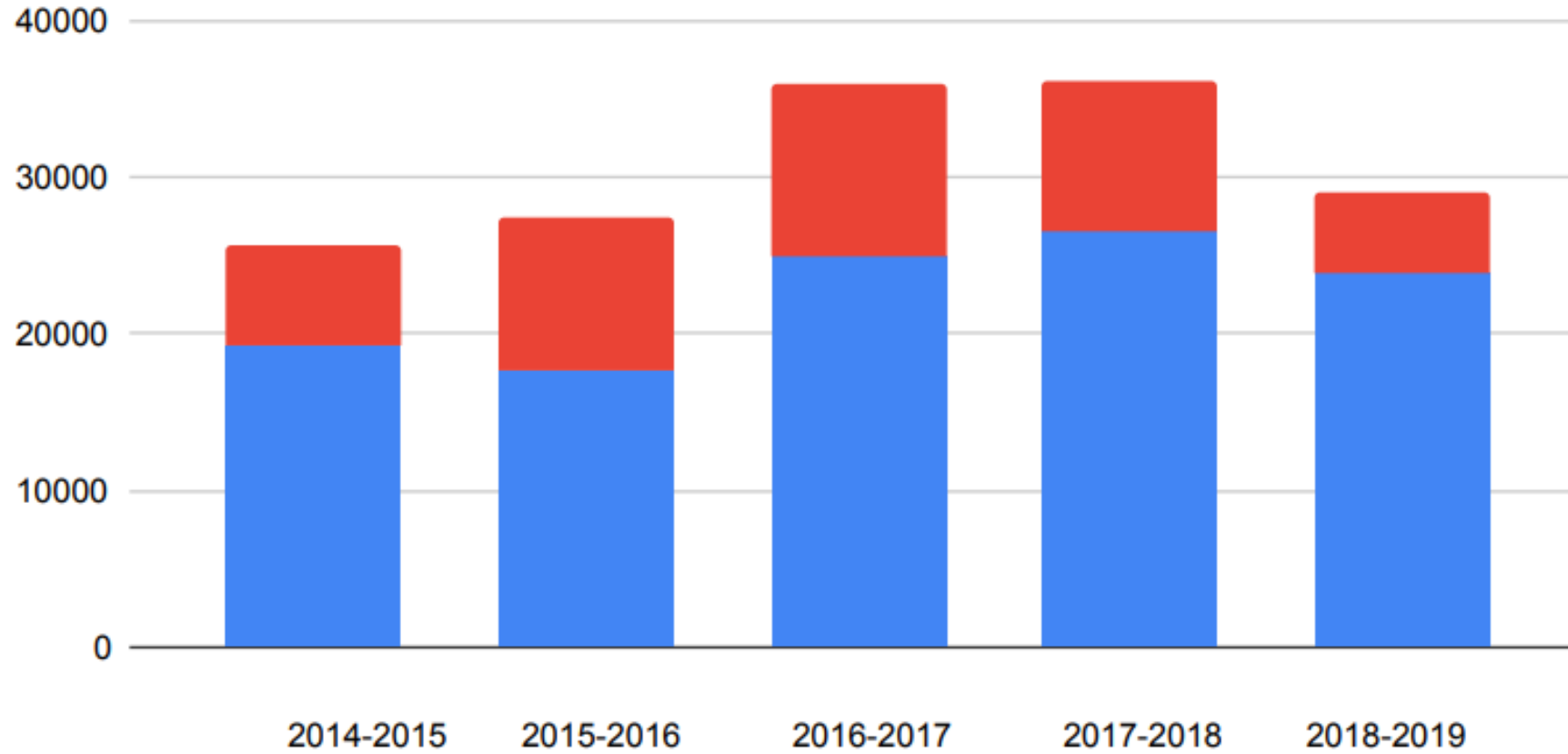


Local, State, Excused, Jury and Dock



Attendance Incentive and Retirement Incentive

■ Retirement Incentive ■ Attendance Incentive



DEC(LOCAL) — REVIEW AND REVISIONS

1. **Leave policy goals and effectiveness of attendance incentive**

- Goal was to provide incentive to reduce teacher absences
- Annual reimbursement of leave with out deduction from employee's local leave balance, only district in state, causing unintended consequences
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Recommendation

- **Eliminate annual reimbursement for leave attendance incentive, effective 9/1/2020**
- **Retain accumulation with out limit, provides a self-pooling of days**
- **Update Frontline absence/leave software to include discretionary and non-discretionary, requiring supervisor approval in advance, supervisor shall consider effect of absence on educational program**



DEC(LOCAL) — REVIEW AND REVISIONS

2. Request for extended leave, sick leave pool, sick leave banks

- Several request over years for sick leave pools and leave banks for catastrophic events
- Banks require committees, policies, donations of leave by employees, dependent upon participation in program
- Pools are case by case basis, all call at time of event asking for employee donations of leave
- Extended Local Leave determined in local policy by FMLA qualifying event, district expense after employee exhaust leave



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Recommendation

- **Implement Extended Local Leave Policy**
- **Use Attendance Incentive Budget to Fund Policy Change**



DEC(LOCAL) — REVIEW AND REVISIONS

- 3. Reimbursement for Leave Upon Retirement clarifications and updates**
 - Retirement event is not defined
 - No retirement criteria or advanced notices



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Recommendation

- **Define retirement event as retiring under TRS**
- **Clarify eligible employee shall only received reimbursement for leave upon retirement one time**
- **Add eligibility criteria of professionals must notify 90 days in advance and non-professionals must give their two-week notice.**



DEC(LOCAL) — DISCUSSION

- Revisions will be submitted to TASB Policy Services
- TASB Policy Services will submit a Policy Revisions Proposal for the Board to Review
- Formal Board Action is require on all Revisions

