

COMPENSATION AND BENEFITS:  
LEAVES AND ABSENCES

DEC  
(LOCAL)

accordance with provisions for intermittent leave in the Family and Medical Leave Act.

AVAILABILITY

Leave shall not be approved for more workdays than have been accumulated in prior years plus those earned during the current year. When an employee who has used more leave than he or she has accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

**Ten days of leave for the current year will be granted to** ~~for professional, and~~ **paraprofessional, and auxiliary employees on July 1 of each year.** ~~shall be available for use as it is earned. For auxiliary personnel who work 197 days or less and are paid bimonthly, three days of leave shall be made available on August 1. One additional day shall accrue each month up a maximum total of ten days.~~

~~For auxiliary employees who work 198 days or more and are paid bimonthly, two days of leave shall be made available on July 1. Five days of leave shall be made available on July 1. On January 1, four five (5) more days of leave shall be made available until June 30. One additional day shall accrue each month up to a maximum total of ten days. (The five days awarded on each date consist of two and one half (2 ½) sick days and two and one half (2 ½) personal days.)~~

**Personal and local sick leave is earned on an 18 workday formula basis. Leave is available for the employee's use at the beginning of the school year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days shall be deducted from the employee's final paycheck. Employees shall be charged leave as used even if a substitute is not employed. Leave will be charged in whole or half workdays only.**

MEDICAL  
CERTIFICATION

An employee absent more than five consecutive workdays because of personal illness shall submit, upon return to work, a medical certification of illness and of his or her fitness to return to work. An employee absent more than five consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness.

The District reserves the right to require medical certification from employees absent for five days or less because of personal illness or because of the illness of an immediate family member if the circumstances surrounding the leave taken warrant such certification in the principal's or Superintendent's judgment. A misrepresentation of an illness shall result in a loss of the daily pay for the number of days absent and may serve as the basis for adverse personnel action.

HEALTH CARE  
PROVIDER

For leave other than that taken under the federal Family and Medical Leave Act, medical certification shall be made by a doctor who is registered and licensed under the Medical Practice Act of Texas, a licensed doctor of dentistry, a licensed chiropractor, or a licensed podiatrist. An employee may have his or her illness certified by a Christian Science practitioner listed with the First Church of Christ, Scientist in Boston.

For leave taken under the Family and Medical Leave Act, medical certification shall be as described in federal regulations [see DEC (LEGAL)] and on the form provided by the District.

BEREAVEMENT  
(FUNERAL) LEAVE

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.

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FAMILY AND  
MEDICAL LEAVE

The 12-month period within which employees shall be eligible for 12 weeks of family and medical leave shall be defined as a rolling 12-month period measured backward from the date an employee uses family and medical leave.