

Local Leave

Local leave for the current year is available for use at the beginning of the school year.

Nondiscretionary Leave

An employee who will be docked pay or has been docked pay based upon a discretionary pay reason and the employee deems the day(s) to be non-discretionary may appeal to the Human Resources (HR) department. Approval will be made when the absence is out of your control or unavoidable. Documentation must be provided

Earning Local Leave

An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered in paid status.

When an employee has multiple assignments, all hours worked will be combined to determine the length of the employee's workday and calculate leave used.

Deductions—Leave Without Pay

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Employed for Less Than Full School Year

If an employee separates from employment before his or her last duty day of the school year, local leave will be prorated based on the actual time employed. If an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced for local leave the employee used but had not earned as of the date of separation.

If the employee uses more local leave than he or she earned and remains employed with the same district through his or her last duty day, the district will deduct the cost of the excess leave days from the employee's pay.

Recording

Local leave shall be recorded as follows:

1. Leave for professional employees shall be recorded in half-day increments for all employees
2. Leave for paraprofessional and auxiliary employees shall be recorded in one hour increments
3. For professional employees whose scheduled work year includes the summer work schedule, leave shall be recorded during this period in quarter-day increments.
4. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

Order of Use

Earned compensatory time shall be used before any available paid state and local leave [See DEAB].

Unless an employee requests a different order, available paid and local leave shall be used in the following order, as applicable:

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Mansfield ISD
220908

1. Local leave.
2. State personal leave.
3. State sick leave accumulated before the 1995-1996 school year.
Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

Concurrent Use of Leave

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave.

Availability Upon Separation

An employee who separates from the district and who is rehired is eligible for reinstatement of any previously accrued but unused local leave.

Bereavement Leave

Use of state and/or local leave for bereavement leave shall not exceed five leave days per occurrence. Any days taken over five shall be docked at the employee's daily rate of pay.

FMLA Administration

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

When an employee takes FML due to his or her own serious health condition, the employee is required to provide, before resuming to work, a fitness-for-duty certification. The certification must specifically address the employee's ability to perform the essential functions of his or her job.

In order to require such a certification, the district must state in the designation notice that the certification must address essential functions and provide the employee with a list of essential functions when the notice is sent.

Fitness for duty is not required when the FML to care for a child following birth, adoption, or foster care placement, to care for a family member; or for qualifying exigency leave.

DATE ADOPTED: 8/18/2021

REVISED: Click or tap to enter a date.

