

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

DEFINITIONS

The term "immediate family" shall include:

FAMILY

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, sibling-in-law.
5. Grandparent and grandchild.
6. Any person in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act, the definition of "family" includes only spouse, parent, and child.

FAMILY  
EMERGENCY

The term "family emergency" shall be limited to natural disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

WORKDAY

A "workday" for purposes of accumulation, use, or recording shall mean the number of hours per day equivalent to the employee's usual work assignment, whether full-time or part-time.

STATE PERSONAL  
LEAVE — RATE OF  
ACCRUAL

Each employee shall earn state personal leave, at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.

TYPES OF STATE  
PERSONAL LEAVE

The Board requires employees to differentiate between uses of personal leave:

DISCRETIONARY

1. To be taken at the individual employee's discretion, subject to limitations set out below.

NON-  
DISCRETIONARY

2. To be used for the same reasons and in the same manner as state sick leave accumulated prior to May 30, 1995. [See DEC(LEGAL)]

USE OF  
DISCRETIONARY  
LEAVE

A written request for use of discretionary personal leave shall be submitted to the immediate supervisor or designee in advance in accordance with administrative regulations. The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)]

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DURATION OF LEAVE	<p>Discretionary personal leave may not be taken for more than three consecutive days, <del>except in extenuating circumstances as determined by the Superintendent or designee.</del> <b>Non-paid leave may be approved in excess of three consecutive days by the Superintendent or designee.</b></p>
SCHEDULE LIMITATIONS	<p>Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated assessments, professional or staff development days, or during peak absentee periods as determined by the Superintendent or designee.</p> <p>If an employee is absent on any such days due to illness, the employee shall be required to present a doctor's certification. A misrepresentation of an illness shall result in a loss of daily pay for the number of days absent.</p>
LOCAL LEAVE	<p>Employees under the state personal leave program shall earn five equivalent workdays of local sick leave per year with no limit on accumulation, at the same rate of state personal leave. Temporary, part-time employees who submit weekly time sheets shall not earn local leave.</p> <p>Local sick leave shall be subject to the same terms and conditions applicable to state sick leave accumulated prior to the 1995-96 school year, except as provided by this policy.</p> <p>Local sick leave may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.</p> <p>Upon termination, resignation, or retirement, all local sick leave shall be relinquished. Professional, certified employees who qualify may receive a cash benefit [see CASH BENEFITS FOR ACCRUED LEAVE in this policy]; all other employees shall not receive compensation for accrued local sick leave. If a former employee is reemployed by the District, local sick leave accrued during any prior employment shall not be reinstated.</p>
USE AND RECORDING	<p>For purposes of personal illness, illness in the immediate family, family emergency, or death in the immediate family, available leave shall be used in the following order:</p> <ol style="list-style-type: none"><li>1. Local sick leave.</li><li>2. State sick leave accumulated prior to the 1995-96 school year.</li><li>3. State personal leave.</li></ol>

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Employees shall be charged leave as used even if a substitute is not employed.

Leave shall be recorded in whole workdays and half workdays only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act.

Any leave taken for which leave balances are insufficient shall result in a deduction from the employee's paycheck commensurate with the amount of leave taken.

AVAILABILITY

Leave shall not be approved for more workdays than have been accumulated in prior years plus those to be 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.

Leave for the current year for professional, paraprofessional, and auxiliary employees shall be available for use as it is earned. For auxiliary personnel who work 197 days or less and are paid bi-weekly, three days of leave shall be made available on August 1. One additional day shall accrue each month up to a maximum total of ten days of local sick leave and personal leave days per year.

For auxiliary employees who work 198 days or more and are paid biweekly, two days of leave shall be made available on July 1. One additional day shall accrue each month up to a maximum total of ten days.

MEDICAL  
CERTIFICATION

An employee absent more than five consecutive workdays because of personal illness or illness in the immediate family shall submit medical certification of the 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.

Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act. [See DEC(LEGAL)]

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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TEMPORARY DISABILITY LEAVE	Any full-time employee shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days.
COURT APPEARANCES	Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.
FAMILY AND MEDICAL LEAVE	For purposes of an employee's entitlement to family and medical leave, the 12-month period shall be measured backward from the date an employee uses family and medical leave.
CONCURRENT USE OF LEAVE	The District shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave if applicable.
COMBINED LEAVE FOR SPOUSES	If both spouses are employed by the District, family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.
INTERMITTENT LEAVE FOR CHILD CARE	Use of intermittent family and medical leave shall not be permitted for the <del>birth</del> care of the employee's child or the adoption or placement of a child with the employee.
CERTIFICATION OF ILLNESS	Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, the employee shall provide medical certification of the illness or disability.
MEDICAL RELEASE	The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.
TEACHER REINSTATEMENT	A teacher desiring to return to work at or near the conclusion of a semester shall be reinstated in accordance with the END-OF-TERM LEAVE section in DEC(LEGAL).
FAILURE TO RETURN	If, at the expiration of the family and medical leave, the employee is able to return to work but chooses not to do so, the District shall require reimbursement of the employee benefits contribution made by the District during the period in which such leave was taken as unpaid leave.
WORKERS' COMPENSATION	<p>The length of leave of absence for temporary disability or workers' compensation shall be granted by the Superintendent as required by the individual employee; however, the maximum length for medical leave for temporary disability or workers' compensation shall be 180 calendar days.</p> <p>An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.</p>

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An employee eligible for workers' compensation wage benefits and not on assault leave shall indicate whether he or she chooses to:

1. Receive workers' compensation wage benefits; or
2. Use available paid leave. Workers' compensation wage benefits shall begin when:
  - a. Paid leave is exhausted;
  - b. The employee elects to discontinue use of paid leave; or
  - c. Leave payments are less than the employee's pre-injury average weekly wage.

LEAVE OF ABSENCE  
FOR PROFESSIONAL  
DEVELOPMENT

Leave of absence, without pay, may be granted by the Board to professional employees upon recommendation by the school administration for approved study and approved travel.

While the District does not guarantee reemployment following an approved leave of absence, every effort shall be made to return employees promptly to their former jobs or positions of like status and pay. To assist in their placement, teachers should advise their principals or personnel administrators 90 days in advance of the date they wish to report for work assignment. Administrators and other supervisory personnel should advise their supervisors or the Superintendent six months in advance of the date they wish to report for work assignment.

CASH BENEFITS FOR  
ACCRUED LEAVE

Upon completion of five years of continuous service in the District, a professional certified employee shall have one of the following options, provided the employee has completed all local employment contracts:

1. Receive ~~\$30~~ **\$35** per day for each day of accumulated local sick leave at the end of each year. The amount shall be paid at the end of the fiscal year. **The number of days paid for each day of accumulated local sick leave shall be deducted from the employee's local sick leave balance.**
2. Continue to accumulate local sick leave without a maximum limit.
3. ~~As an attendance incentive, receive~~ **Receive** \$35 per day for each day of unused local sick leave upon retirement.

Professional, certified employees who terminate their employment with the District must exercise their repayment option within 30 days of the date of termination in order to receive reimbursement for unused local sick leave.

Official leaves of absence shall be honored as continuous service.

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Professional, certified employees who have completed five years of continuous service in the District and who leave the District shall be paid ~~\$30~~ **\$35** for each day of unused accumulated local sick leave provided the employees have completed all local employment contracts.

SICK LEAVE BANK  
PROGRAM

The purpose of the sick leave bank (SLB) is to provide additional sick leave days to members of the bank in the event of a catastrophic illness or injury. An employee may request days from the SLB only after having been absent five workdays without pay after all accumulated state leave, local leave, and vacation to which he or she is entitled has been exhausted.

DEFINITION OF  
SICK LEAVE DAYS  
FOR MEMBERS

Sick leave days from the bank must be approved by the District SLB committee. Sick leave days from the bank are granted to a member who, through a catastrophic illness or injury, is unable to perform the duties of his or her position.

DEFINITION OF  
CATASTROPHIC  
ILLNESS

Catastrophic illnesses are defined as those of a serious nature, not merely a passing disorder or temporary ailment, requiring treatment by a physician and hospital admittance. Although some degree of permanency is usually involved, the disease need not necessarily be incurable or permanent. Illnesses that qualify must be rated 29 or higher on Outlier Threshold in the Federal Register list of Diagnosis Related Groups (DRG). In order to qualify for the benefits of the program, a catastrophic illness or injury must result in the employee's temporary or permanent incapacity to perform his or her job functions.

The program benefits are not available in the following circumstances: injuries resulting from or while the employee is intoxicated or under the influence of a narcotic (unless administered on the advice of a physician), attempted suicide, alcoholism, bulimia, anorexia, uncomplicated pregnancy, illness related to chemical dependency, or any preexisting conditions.

DEFINITION OF  
PREEXISTING  
CONDITION

Preexisting condition is a condition for which the individual received or had recommended medical treatment, diagnosis, consultation, or prescription drugs within 12 months immediately preceding the effective date of his or her enrollment in the CSLB. Leave shall not be granted for a preexisting condition.

ENROLLMENT

All District employees who qualify for sick leave benefits are eligible to participate in the SLB. The enrollment period for the first year of the SLB shall be from February 1, 1996, to March 1, 1996. In subsequent years, the enrollment period for current employees and new employees hired prior to the opening of school shall be July 1 through September 30. New personnel employed after the

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enrollment period are eligible to join as soon as they begin work. Such personnel must join within 30 days of beginning employment.

Participation is voluntary but requires a contribution of two days of accrued or anticipated local sick leave. Only contributors shall be permitted to use the bank for qualifying illnesses or injuries. Members shall not be required to deposit additional leave in subsequent years unless the bank is in danger of being depleted or the member has been granted leave from the bank. In that event, in order to retain membership, members shall be required to deposit additional days of local sick leave.

Deposited sick leave shall be deducted from the member's local sick leave balance. The two days of local sick leave deposited in the bank become the property of the bank. All deposits shall remain in force and cannot be returned for any reason, even upon cancellation of membership. If a member cancels membership and later wishes to rejoin, a deposit of two days of local sick leave must be made during an enrollment period.

CLOSURE OF BANK	If the bank is depleted of leave without sufficient membership to sustain it, all membership and benefits shall end. Leave deposited shall be forfeited by the members.
BANK YEAR DEFINED	For bank purposes, the school year shall be from July 1 through June 30. If a member uses two or more days from the bank during this period, two earned days of local sick leave must be deposited by the member the following school year in order to maintain membership. If fewer than two days of leave are used by the member, the number of days actually granted must be deposited in order to maintain membership. Failure to repay leave shall constitute a loss of membership and benefits.
PROCEDURES	<p>The bank may only be used for the member's own personal illness or injury. Complications arising from pregnancy and childbirth may be considered on an individual basis when they pose an immediate medical threat to the member.</p> <p>Bank leave is granted only for absences on regular workdays. Leave shall not be granted for holidays, vacation, or for other such days for which the member is not paid. Leave shall not be granted when a member is on a nonmedical leave of absence or when a member is suspended from duty.</p> <p>The maximum days an employee may draw from the bank is 25 days per year. A year for calculation purposes is 12 calendar months from the first sick day used from the bank. The approved days from the bank must be used consecutively. The employee</p>

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	<p>may request an extension but only up to the maximum days allowed. Unused days shall be returned to the bank.</p>
SICK LEAVE BANK COMMITTEE	<p>The governing committee that will approve or disapprove all requests for the sick leave bank shall be called the Keller ISD sick leave bank committee.</p> <p>The SLB committee shall determine the number of days approved up to 25 days and reserves the right to approve, reject, or modify the days requested.</p> <p>The decision of the SLB committee may be appealed through the District's established grievance policy. The Level One grievance shall be filed with the committee. The Level Two grievance shall be filed with the assistant superintendent of human resources. The Level Three grievance shall be filed with the Board.</p>
MEMBERSHIP OF THE SLB COMMITTEE	<p>The SLB committee shall be composed of members of the bank who have been employed by the District for at least three consecutive years at the time of their election.</p> <p>The sick leave bank shall be administered by a 13-member committee composed of:</p> <ol style="list-style-type: none"><li>1. Two professionals from the elementary level.</li><li>2. Two professionals from the intermediate level.</li><li>3. Two professionals from the middle school level.</li><li>4. Two professionals from the high school level.</li><li>5. One nurse.</li><li>6. One representative from paraprofessional staff.</li><li>7. One representative from food service staff.</li><li>8. One representative from maintenance or custodial staff.</li><li>9. One representative from administration.</li></ol> <p>The assistant superintendent of human resources or designee shall serve as the advisor to the SLB committee.</p>
TERMS	<p>A member of the SLB committee shall serve for two years beginning September 1 and ending August 31. A member may be re-elected and serve for a maximum of two consecutive terms.</p>
VACANCIES	<p>Vacancies on the committee that occur during the school year shall be filled by appointment by the SLB committee. Selection shall be made from the group that was represented by the member who resigned. If a representative cannot be obtained from the group</p>



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that was represented by the member who resigned, then a member shall be added to serve at large.

WITHDRAWAL OF  
MEMBERSHIP  
FROM SICK LEAVE  
BANK

A member may cancel membership at any time by using the proper form obtained from the sick leave coordinator. The employee shall not be eligible to use the sick leave bank as of the effective date indicated on the signature line of the withdrawal form. Under no circumstances shall the employee regain donated local sick leave days upon withdrawal from membership.

MEMBERSHIP  
HANDBOOK

Rules and operating procedures of the catastrophic sick leave bank shall be governed by the sick leave bank membership handbook.