

Leave Policy 2018-19

Annual Allocation Policy

State Days –

- All Employees – 5 Days

Local Days – If you work

- 201 days or Below – 4 Days
- 202 to 219 days – 5 Days
- 220 or higher – 6 Days

Vacation (Unpaid Leave) - If you work

- 217 Days - 19 Days
- 226 Days – 10 Days

State Days can only be used for sickness, dr. appointment, death, or family emergency for yourself or immediate family. (Mom, Dad, Brother, sister, spouse, kids, Grandma, Grandpa and in-laws). State days are free and will not cost the employee anything. State days can accumulate from year to year with no maximum. Any unused days will be shown on the service record and can transfer to another Texas school district.

Local days can only be used for sickness, dr. appointment, death, or family emergency for yourself or immediate family. (Mom, Dad, Brother, sister, spouse, kids, Grandma, Grandpa and in-laws). Local days are free and will not cost the employee anything. These days do not accumulate and will not transfer to another district.

Personal Days - Of those allocated State and Local days 5 may be used for a Personal Day, but only 3 per semester. You must notify your supervisor 5 days in advance. Failure to notify supervisor or denial of personal day will result in a Full Day Dock. Also, you cannot use personal days a day before or after a school holiday or on the first or last week of the school year. Doing so will result in a Full Day dock

Vacation Days (Unpaid Leave) – These days should be taken preferably in the summer months. However they can be taken throughout the year with superintendent approval. Unpaid days do not accumulate and will be lost if not taken at the end of the employee’s contract