

## Summary of Leave Benefits

### Paid Leave

- State Personal Leave**—Five days
- Local Sick Leave**—Five days
- State Sick Leave**—earned before May 30, 1995
- Sick Leave Bank**—up to 45 days (membership required)
- Assault Leave**

### Unpaid Leave

- Family Medical Leave (FML)**—12 weeks for standard FML and 26 weeks for military caregiver leave
- Temporary Disability Leave (TDL)**—180 calendar days (granted only to employees in positions requiring SBEC certification)

### State Personal Leave

- Available for use at the beginning of the school year
- Prorated for employees who start after the first duty day of the year or leave before the end of the year
- Discretionary**—taken at the individual's discretion and scheduled in advance. These limitations apply:
  - May not exceed 3 consecutive workdays*
  - May not be taken the day before/after a school holiday, days scheduled as end of semester/year exams, state mandated assessments or professional/staff development.*
- Must be approved by supervisor before leave is taken
- Non-Discretionary**—for personal or family illness, family emergency, death in the family, or active military service
  - Medical certification required if absence is more than three (3) consecutive days
  - Runs concurrent with FML and TDL when applicable
- Accumulates without limit

### Local Personal (or Sick) Leave

- Local Leave shall be used only for illness of the employee or their immediate family, family emergency, death of an immediate family member or during military leave.
- Available for use at the beginning of the school year
- Prorated for employees who start after the first duty day of the year or leave before the end of the year
- Accumulates to a maximum of 40 leave days*

### Sick Leave Bank

- Intended for Catastrophic Illness or Injury
- Granted anonymously by committee
- Must be certified by an approved healthcare provider
- Leave granted with full pay
- Available after all paid leave has been exhausted
- May be used for the employee or the employee's immediate family
- Contact Dept. of Human Services for paperwork [virginia.lopez@ennis.k12.tx.us](mailto:virginia.lopez@ennis.k12.tx.us)

### Comp Time

- Only applies to nonexempt employees who work overtime
- Must be used before all other paid leave
- Accrual is limited to 60 hours
- Must be used by the end of the duty year
- Use may not unduly disrupt district operations

### Family Medical Leave (FML)

- Contact Benefits Coordinator for required forms
- Medical certification is required
- Runs concurrent with paid leave and TDL
- Unpaid leave if employee has exhausted all paid leave
- Qualifying events:
  - Employee's serious health condition; absent more than five (5) consecutive days
  - A serious health condition of a child, spouse, parent
  - Birth, adoption or foster placement of a child
  - Qualifying exigency because of a family member's covered active military duty
  - To care for a covered service member with a serious injury or illness sustained in the line of duty
- Must be employed with the district for 12 months and worked at least 1,250 hours to be eligible
- Provides job reinstatement and continued health insurance coverage

### Temporary Disability Leave (TDL)

- Contact Benefits Coordinator for required forms and application
- Unpaid leave if employee has exhausted all paid leave
- Runs concurrent with district paid leave and Family Medical Leave
- Must be certified by a doctor
- May not be taken on intermittent basis
- For own personal illness only

### Assault Leave

- Provides extended income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job
- Applies only to physical injuries
- Medical certification is required
- Must be coordinated with workers' compensation
- Limited to two years from the date of injury

### Medical Certification

Any employee who is absent more than three (3) consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness the employee's fitness to return to work. (form on EISD website)

An employee's failure to provide their campus with medical certification from a physician may make the employee ineligible for leave.

### Other Leave Benefits

- Vacation
- Jury Duty
- Truancy Court Appearances
- Religious Observance
- Military Leave