

**Bastrop Independent School District
Department of Human Resources**

**906 Farm Street
Bastrop, TX 78602**

**512-772-7100
www.bisdtx.org**

PAID LEAVE

State Personal Leave – 5 days

Local Sick Leave – 5 days

Extended Sick Leave – 10 days

Catastrophic Injury or Illness Leave

Self – up to 60 days
Spouse or Child – up to 30 days

Sick Leave Bank - Members Only

Enrollment Available Annually
Based on BISD Years of Service

UNPAID LEAVE

Family Medical Leave – 12 weeks

Temporary Disability Leave – 180 days
(for qualified employees only)

State Personal Leave

- Earned at a rate of ½ day per 18 days worked
- Prorated for employees who start after the official beginning date of their position
- Requires approval 3 days in advance
- May not take more than 3 days in a semester without approval
- May not take more than 5 days in a year without approval
- Runs concurrent with FMLA and Temporary Disability Leave when applicable
- End of year balance carries over to next year
- Used for personal reasons, illness in extended family, or death in extended family

Local Sick Leave

- Earned at a rate of ½ day per 18 days worked not to exceed 3 days for 10 month employees and 5 days for 11 and 12 month employees
- Prorated for employees who start after the official beginning date of their position
- Must have a Dr.'s note if out for more than 3 consecutive days
- Runs concurrent with FMLA and Temporary Disability Leave when applicable
- End of year balance carries over to next year
- Used for personal illness, illness in immediate family or death in immediate family

Extended Sick Leave

- For employee's own personal illness or injury, including pregnancy-related illness or injury
- 50% of the employee's daily rate of pay shall be deducted for each day of leave taken
- Requires a written request and doctor's certification for any extended sick days used
- Runs concurrent with FMLA and Temporary Disability Leave when applicable

Catastrophic Leave

- Contact Dept. of Human Resources for paperwork
- Must be certified by a doctor and approved by the district's physician
- Leave granted with full pay
- Available after all state and local leave has been exhausted

Family Medical Leave

- Contact Dept. of Human Resources for paperwork
- Must be certified by a doctor
- Unpaid leave if employee has exhausted all paid leave
- Runs concurrent with district paid leave and Temporary Disability Leave
- Used for the birth/adoption or foster placement of a child or a "serious health condition" of a child, spouse, parent or the employee
- Must be employed with the district for one year to be eligible

Temporary Disability Leave

- Contact Dept. of Human Resources for paperwork and eligibility requirements
- Qualified employees may be eligible for up to 180 calendar days with proper medical certification
- 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

Absences for More than Three Consecutive Days

Failure of the employee to provide the Department of Human Resources with certification from a physician within 15 days will make the employee ineligible for the leave.

Neutral Absence Control Policy

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA (LEGAL)], shall be considered before termination. If terminated, the employee may apply for re-employment with the District.

All employees are responsible for keeping up with their leave balance and managing it appropriately.

**PLEASE CONTACT
THE DEPARTMENT OF
HUMAN RESOURCES
FOR ANY QUESTIONS
REGARDING YOUR
LEAVE BENEFITS**

512-772-7100

Fax 512-308-9501



**EMPLOYEE
LEAVE
BENEFITS**

This pamphlet is only a summary of Policy DEC (Local). Please refer to the policy itself for full details.

www.bisdtx.org

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