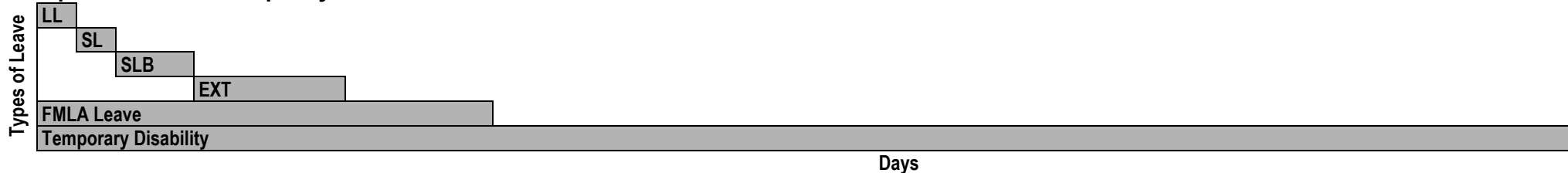


## Center ISD Types of Leave

Type of Leave or Absence	Description	When Used	Eligibility	Medical Certification Required	Other Leave and Benefits That May Apply or Run Concurrently
Local Leave	5 -7 days of paid leave given at the beginning of the school year depending on working calendar. (10 months: 5, 11 months: 6, 12 months: 7) Not transferrable. No limit on accumulation.	Automatic	All employees	Yes, after 5 consecutive days	<ul style="list-style-type: none"> <li>FMLA</li> <li>Temporary Disability</li> </ul>
State Personal Leave	5 days of paid leave per year. Transferable among districts. No limit on accumulation.	Automatic	All employees	Yes, after 5 consecutive days	<ul style="list-style-type: none"> <li>FMLA</li> <li>Temporary Disability</li> </ul>
Sick Leave Bank	Up to 30 total additional days of <u>fully paid</u> leave per school year. 15 days granted per application.	Employee must apply on the appropriate form including medical certification. Committee approves/denies.	Contributing Sick Leave Bank Members only	Yes	<ul style="list-style-type: none"> <li>FMLA</li> <li>Temporary Disability</li> </ul>
Extended Emergency Sick Leave Days	20 additional days of paid leave; <u>the daily rate of a substitute will be deducted from the employee's daily rate (whether a substitute is employed or not)</u>	Employee must apply on the appropriate form including medical certification. Board approves/denies.	All employees	Yes	<ul style="list-style-type: none"> <li>FMLA</li> <li>Temporary Disability</li> </ul>
Family and Medical Leave (FMLA)	Twelve weeks of <u>unpaid</u> leave for birth, adoption or placement of a child; serious health condition of self, child, spouse or parent	Automatic, but employee must notify HR of absence within two days	All employees with at least 12 months and 1,250 hours of service	Yes	<ul style="list-style-type: none"> <li>Local Leave</li> <li>State Personal Leave</li> <li>Sick Leave Bank</li> <li>Extended Leave</li> <li>Temporary Disability</li> </ul>
Temporary Disability	Up to 180 calendar days of <u>unpaid</u> leave for personal illness or disability, including pregnancy and pregnancy-related conditions	At employee's written request to superintendent; doctor's note must accompany request	Full-time employees whose position requires an SBEC certificate	Yes	<ul style="list-style-type: none"> <li>Local Leave</li> <li>State Personal Leave</li> <li>Sick Leave Bank</li> <li>Extended Leave</li> <li>FMLA</li> </ul>

### Example of Center ISD's policy on use of leave:



Key: LL= Local Leave SL=State Leave SLB- Sick Leave Bank EXT = Extended Emergency Sick Leave