

# LDISD Administrative Regulations related to Leaves and Absences

## Vacation and Holidays

<b>Local and State Sick and Personal Leave</b>	
<b>Availability and accrual</b>	<ul style="list-style-type: none"> <li>Local leave for the current year is available for use at the beginning of the school year.</li> </ul>
<b>Multiple assignments</b>	<ul style="list-style-type: none"> <li>When an employee has multiple assignments, leave will only be earned and used in the primary assignment.</li> </ul>
<b>Deductions for use of unearned local leave</b>	<ul style="list-style-type: none"> <li>If an employee separates from employment before his or her last duty day of the school year, local leave will be prorated based on the actual time employed. If an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced for local leave the employee used but had not earned as of the date of separation.</li> </ul> <p>If the employee uses more local leave than he or she earned and remains employed with the district through his or her last duty day, the district will deduct the cost of the excess leave days from the employee's pay.</p>

<p><b>Order of use</b></p>	<ul style="list-style-type: none"> <li>• The district requires the use of available compensatory time before accessing paid leave.</li> <li>• Unless an employee requests a different order, available paid state and local leave will be used in the following order, as applicable:             <ol style="list-style-type: none"> <li>1. Local leave</li> <li>2. State sick leave accumulated before the 1995-1996 school year</li> <li>3. State personal leave</li> </ol> </li> </ul>
<p><b>Recording leave</b></p>	<ul style="list-style-type: none"> <li>• Leave will be recorded in half-day increments for all exempt employees. Non-exempt employees' leave may be recorded in one-hour increments.</li> </ul>
<p><b>Limitations on use of discretionary leave</b></p>	<ul style="list-style-type: none"> <li>• Day before or after a District holiday</li> <li>• Days scheduled for semester or final exams</li> <li>• Days scheduled for state-mandated assessments</li> <li>• Days scheduled for staff development or professional development</li> <li>• First or last day of duty year</li> </ul>
<p><b>Availability after separation</b></p>	<ul style="list-style-type: none"> <li>• An employee who separates from the district forfeits all accrued local leave. If rehired, the leave is no longer available for use.</li> </ul>

<p><b>Family and Medical Leave (FML) Administration</b></p>	<ul style="list-style-type: none"> <li>When an employee takes FML due to his or her own serious health condition, the employee is required to provide, before resuming work, a fitness-for-duty certification. The certification must specifically address the employee’s ability to perform the essential functions of his or her job.</li> </ul> <p>The district FML designation notice will include the requirement for the employee to provide certification that addresses the essential job functions and provide the employee with a list of essential functions when the notice is sent.</p> <p>Fitness for duty is not required when the FML to care for a child following birth, adoption, or foster care placement; to care for a family member; or for qualifying exigency leave or when medical documentation is on file.</p>
	<ul style="list-style-type: none"> <li>If lieu of cancelling an employee’s group health insurance coverage, the district may pay the employee’s share of the premiums during FML. Any payments made on behalf of an employee will be recovered from the employee upon return to work through payroll deductions or direct payment.</li> </ul>
	<ul style="list-style-type: none"> <li>An employee is required to reimburse the district any share of health insurance premiums paid on the employee’s behalf during FML if he or she does not return to work following unpaid FMLA leave for a reason other than: the continuation, recurrence, or onset of the employee or the employee’s family member’s serious health condition which would entitle the employee to FMLA leave; the continuation, recurrence, or onset of a covered service member’s serious injury or illness which would entitle the employee to FMLA leave; or other circumstances beyond the employee’s control.</li> </ul>

<b>Vacation</b>	
<b>Purpose</b>	<ul style="list-style-type: none"> <li>The purpose of vacation is to allow employees the flexibility to accrue paid time off and request to use it for any purpose he or she wishes. This includes time off for rest and relaxation, vacations, holidays that are not observed by the employer, and time away from work for personal or other matters. Vacation days are a benefit provided to designated employee groups.</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>All full time_regular 12-month employees are eligible for vacation. Days granted and used by part-time employees will be prorated according to their regular work schedules.</li> </ul>
<b>Earning</b>	<ul style="list-style-type: none"> <li>All eligible employees begin accruing vacation from the first day of employment. An employee must be employed for 10 months before he or she can take vacation.</li> <li>An employee who is on leave without pay will not earn any vacation for that period.</li> </ul>
<b>Requests for days</b>	<ul style="list-style-type: none"> <li>Exempt employees must submit a written request for time off to their supervisor. A request must be made at least 7 days in advance. Your supervisor notify you if your request is approved or denied.</li> <li>Non-exempt employees must submit a <i>Time Off</i> request in <i>True Time</i> and submit it to their supervisor for approval in advance. A request must be made at least 7 days in advance. Your supervisor will notify you if your request is approved or denied.</li> </ul>
<b>Carry over and time limit on use</b>	<ul style="list-style-type: none"> <li>Employees must use all vacation in the year it is earned. Any days not taken will be forfeited.</li> </ul>
<b>Payment upon termination</b>	<ul style="list-style-type: none"> <li>Employees will not receive payment for any accrued, unused vacation days.</li> </ul>

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<b>Paid Holiday</b>	
<b>Eligibility</b>	<ul style="list-style-type: none"><li>• The following paid holidays are granted to all full time regular Custodial, Facilities, Transportation, and Child Nutrition employees:  <b>Custodial and Facilities</b> <i>Independence Day</i> <i>Labor Day</i> <i>Thanksgiving</i> <i>Christmas Day</i> <i>New Years Day</i> <i>MLK Day</i> <i>Memorial Day</i>  <b>Transportation and Child Nutrition</b> <i>Labor Day</i> <i>Thanksgiving</i> <i>Christmas Day</i> <i>New Year's Day</i></li></ul>