

Absence from Duty Guidelines

The following guidelines will apply when employees are absent from duty:

1. Instructional staff shall report all absences by accessing the Aesop application from the District's website. After 6:00 a.m. follow the site or department specific instructions to notify the supervisor. In addition, classroom staff absent seven or more days in a contract year must make personal contact with his/her supervisor beginning with the seventh day of absence and each subsequent absence thereafter during the school year. Failure to report any absence may result in disciplinary action up to and including loss of pay, suspension, demotion, or termination of employment.
2. An employee who wishes to use personal leave for discretionary reasons must submit a request to his or her immediate supervisor five (5) working days, except in cases of emergency before the anticipated absence.
3. For nondiscretionary absences, an employee must notify the principal or immediate supervisor by a time specific to the campus/department on the day of absence so arrangements can be made for a substitute, if necessary.
4. In accordance with **DEC(LOCAL)**, an employee absent five (5) consecutive days for personal illness or for illness in the immediate family must submit appropriate medical documentation to the principal or immediate supervisor.
5. There are many types of leave defined in **DEC(LOCAL)**. Based upon these definitions, administrators will designate an appropriate leave category as soon as possible after determining the classification of the absence. As appropriate, an employee shall submit a full medical release to the Business Office prior to returning to duty.
6. A new employee is not eligible for sick leave until he or she has completed at least one full day's work in the District.
7. An employee must be charged for an absence even if no substitute is required.
8. All employee absences shall be reported through AESOP -
9. An absence in excess of four hours constitutes a full day. An absence of more than two hours is considered a half-day absence.
10. Available leave benefits will be reported to each employee by the payroll office on each wage and earnings statement that is available through the Employee Access module in TxEIS or through AESOP.

Supervisors shall address attendance with employees who accumulate excessive absences of 10 days or more with a process as follows:

1. Meet with employees to discuss absences

2. Reinforce correlation of attendance and student performance or departmental effectiveness and efficiency
3. Implement disciplinary procedures or sanctions up to and including termination for frequent and excessive absences as necessary.
4. Document actions, have employee sign the document, and place the document in the employee's file

Non-Duty Days

The District designates a certain number of days per year for 12-month employees for which they are not contracted nor paid as determined by the Human Resources Department. These days are not considered vacation days and will not accumulate or carry over past the current contract end date. If an employee has not taken the allotted time off by June 30 of each work year, the time is no longer available. The supervisor has the authority to grant the time off as long as it does not impair the scheduled work. There will not be compensation paid to any employee who fails to take the allotted time off upon the employee's resignation or termination from the District.

Records of Leave

Available leave benefits will be reported to each employee by the payroll office at the beginning of each school year.

A record of leaves and absences will be kept in the payroll office.

Sick Leave Pool

An annual, statistical report showing requests, donations, and usage will be presented to the superintendent and the board of trustees.

1. Eligibility, Donations, and Procedures
 - a. All full time regular employees (who have been continuously employed by MVISD for three (3) years) are eligible to request establishment of a sick leave pool. For purposes of the sick leave pool program, regular employee is defined as an employee who is required to work more than four and one-half months each fiscal year.
 - b. An employee with a catastrophic illness may request a sick leave pool be created any time during the regular school year.
 - c. An employee must exhaust all other available leave days, compensatory time, cost-of-sub days, vacation days (if any) and non-duty days before applying for the sick leave pool.
 - d. Individuals may donate up to three (3) available **LOCAL** days to any one employee. The donated **LOCAL** day/days will be removed from the donating employees bank of days as they are used. The Business Office will deduct one day in the order the forms are received until the required number of days have been reached or the list has been exhausted. If the necessary number

of days have not been reached, we will start the process over with those that have chosen to donate more than one day.

- e. A signed statement indicating the number of local days the employee wishes to donate to each pool must be submitted to their campus office within the designated time period. All donations must be made in full day increments.
- f. The donation of leave to a sick leave pool is voluntary on the part of the donor. Employees may not solicit fellow employees for donations.
- g. Donated days pledged to the pool are not available for use by the donor. Days pledged but not used by the recipient will be returned to donors as soon as possible and practical.
- h. The sick leave pool covers only absences due to the employee's catastrophic illness or injury or the catastrophic illness or injury of a member of the employee's immediate family.
- i. A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the district. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions related to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph. (IRS rules to not increase tax liability)
- j. An employee must submit a written request for sick leave pool days to the Business Office prior to the expense of all available leave identified in item "c" above. The Business Office will notify the employee in writing regarding approval or denial of the request.
- k. An employee may be granted up to the maximum number of days contributed to the pool, not to exceed 30 days for the school year.
- l. Any medical information provided shall remain confidential.
- m. The name of any donor will remain confidential.
- n. Medical certification by a health care provider as defined by the Family and Medical Leave Act must be submitted with a request for a sick leave pool. A recertification of a medical condition is required after 20 days of using sick leave pool days.
- o. The district reserves the right to request a second opinion to certify the need for leave by a health care provider designated by the district. The district will assume the cost if a second opinion is required.