

## Types of Leave

### 2022-2023 School Year

#### **Reporting of Absences in a Timely Manner:**

Enter leave to the TimeClock Plus Subsearch/Absent Leave Request link [substitute.nixonsmiley.net](https://substitute.nixonsmiley.net) as soon as an illness or emergency necessitates your absence. You must also contact your supervisor or campus secretary before 6:00 a.m. if entering the absence on the same day you are to be absent.

#### **Leave is to be used for two general purposes - Discretionary or Nondiscretionary.**

**Discretionary:** A blue, handwritten "Discretionary Leave Request" form needs to be submitted to your Supervisor at least 3 days *in advance* of the requested leave date. If denied, you will be notified within 24 hours of the request. Also remember to log on: [substitute.nixonsmiley.net](https://substitute.nixonsmiley.net) to create the leave asap. You may find the form on the [www.nixonsmiley.net](https://www.nixonsmiley.net) under Human Resources > Quick Links & Forms.

**Non-Discretionary:** No form is required. Log on: [substitute.nixonsmiley.net](https://substitute.nixonsmiley.net) to create the leave asap. Examples of Non-Discretionary leave are: doctor appointments, illness of employee, illness of a member of the employee's immediate family, family emergency (disasters & life-threatening), death in immediate family, or unforeseen circumstances.

#### **You may take Personal or Local leave in any order.**

**Personal:** Employees (full-time) earn 5 personal absence days per 180 day school year. State Personal leave accumulates without limit, is transferable to other Texas School Districts, and generally transfers to education service centers.

**Local:** Employees earn 5 local absence days per school year; a maximum of 30 workdays can be accumulated. Local Leave does NOT transfer between Districts. A deduction of \$80.00 will be deducted from the employee on the applicable Pay Day.

**School Business:** Employee will be working away from classroom or normal work location;  
Example: Seminar, athletic event (approved by supervisor, request on file).

**Summons Jury Duty:** Paid leave; an employee should report a summons for jury duty to their supervisor (via TimeClock Plus ) as soon as it is received. You must also provide the district a copy of the summons (may be emailed). An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or of documentation of time spent at the court may be required.

**Pre 1995 State Sick:** Refers to employees who earned leave BEFORE May 30, 1995. Refer to Employee Handbook for more details.

**Dock:** Applies to employees who have exhausted their Personal and Local Leave Available. Daily Rate is deducted from the employee on the applicable Payday; Teachers are deducted whole or half day. Hourly employees (Aides, etc) are deducted *actual hours* missing per day. You may also be docked leave if your absence was unapproved.

**Length of Leave:** FULL – all day, AM – ½ day, PM – ½ day

Family Medical Leave (FML), temporary disability leave, assault leave, military leave, religious observances, and other types of leave are governed by DEC (LEGAL) and should be discussed with a supervisor.