

Please contact
VVISD Administration Office Staff
if you have any questions
regarding your leave benefits.

We are here to SERVE you.

Phone: 979-245-8518

Fax: 979-245-1214

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This pamphlet provides a summary of district leave benefits. It is neither a contract nor a substitute for official district policy. For more information, refer to Policies DEC, DECA, and DECB

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Summary of Leave Benefits

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Paid Leave

State Personal Leave—Five days per year

Local Leave—Five days per year

State Sick Leave—earned before May 30, 1995

Sick Leave Bank—Membership required. Up to 20 days per request. Leave is subject to approval by SLB committee.

Assault Leave – coordinated with workers' compensation

Unpaid Leave

Family Medical Leave (FML)—12 weeks for standard FML and 26 weeks for military caregiver leave

Temporary Disability Leave (TDL)—180 calendar days (granted only to employees in positions requiring SBEC certification)

State Personal Leave

- Five (5) days per year; available for use at the beginning of the year
- Prorated for employees who start after the first duty day of the year or leave before the end of the year
- Discretionary—taken at the individual's discretion and scheduled in advance. These limitations apply:
 - May not exceed **2** workdays
 - Must be approved by supervisor at least **5 days** before leave is taken
 - May not be taken the day before or the day after a school holiday, days scheduled for end of semester or end of year exams, STAAR testing days or staff development days
- Non-Discretionary—for personal or family illness, family emergency, death in the family, or active military service
 - Medical certification required if absence is more than **5** consecutive days
 - Runs concurrent with FML and TDL when applicable
- Accumulates without limit

Local Leave

- 5 days per year
- All full-time employees are eligible
- May be used for: employee illness, illness in employee's immediate family, family emergency, death in the immediate family, active military service
- Accumulates without limit

Sick Leave Bank/Catastrophic Leave

- Contact **Pat Hackworth** for request for SLB days
- Must be a member of VVSD Sick Leave Bank
- Must be certified by an approved healthcare provider
- Leave granted with full pay upon approval of SLB Committee
- **Available after all paid leave has been exhausted**
- May be used for the employee or the employee's immediate family

Comp Time for Overtime

- Only applies to nonexempt employees who work overtime
- Must be used before all other paid leave
- Accrual is limited to 60 hours
- Must be used by the end of the duty year
- Use may not unduly disrupt district operations
- **Requires prior approval by employee's supervisor**

Family Medical Leave (FML)

- Contact **Kristi Champion** for required forms
- Medical certification is required
- Runs concurrent with paid leave and TDL
- Unpaid leave if employee has exhausted all paid leave
- Qualifying events:
 - Employee's serious health condition
 - A serious health condition of a child, spouse, parent
 - Birth, adoption or foster placement of a child
 - Qualifying exigency because of a family member's covered active military duty
 - To care for a covered servicemember with a serious injury or illness sustained in the line of duty
- Must be employed with the district for 12 months and worked at least 1,250 hours to be eligible
- Provides job reinstatement and continued health insurance coverage

Temporary Disability Leave (TDL)

- Contact **Kristi Champion** for required forms
- 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
- An employee's notice of an extended absence shall serve as a request for temporary disability leave

Assault Leave

- Provides extended income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job
- Applies only to physical injuries
- Medical certification is required
- Must be coordinated with workers' compensation
- Limited to two years from the date of injury

Medical Certification

Any employee who is absent more than **5 days** because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness the employee's fitness to return to work.

An employee's failure to provide Human Resources with medical certification from a physician may make the employee ineligible for leave.

Other Leave Benefits

Leave benefits under FFCRA April 1, 2020-December 31, 2020- Contact Pat Hackworth for paperwork.

- Vacation
- Jury Duty
- Truancy Court Appearances
- Religious Observance
- Military Leave
- Comp Time for Staff Development – Contact Christie Dement, Asst. Supt.