

Sec. 1. PERSONAL LEAVE

Compass Rose Public Schools does not directly participate in the State Personal Leave Program or provide or recognize “State Days” under Education Code, Chapter 22; therefore, accumulated state personal leave days from other Texas School Districts or public schools may not be transferred in or out of the Compass Rose Public Schools system.

a) Local Leave

Compass Rose Public Schools grants all employees local leave days annually based on the employee’s schedule. The Superintendent shall adopt procedures to implement and control Local Leave benefits.

Local leave entitlement is determined according to the employee’s annual work calendar as described below:

- School year (10-month) employees: 10 days per year (8 personal leave days and 2 mental wellness days)
- Partial-summer (11-month) employees: 12 days per year (10 personal leave days and 2 mental wellness days)
- Year-round (12-month) employees: 14 days per year (12 personal leave days and 2 mental wellness days).

An additional 5 flex days are available to be used during a specified summer time period; the employee’s supervisor will communicate details regarding the summer schedule.

Local leave will be prorated by start date for any employee that begins an agreement year after August 1.

b) Medical Certification

Any employee who is absent more than three 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.

c) Forfeiture of Leave

Local Leave does not accumulate or roll forward from year to year, and is forfeited upon resignation, retirement, or termination from employment.

Sec. 2. EXTENDED SICK LEAVE

Commented [1]: @missy.couch@compassroseschools.org I accidentally resolved this and did not mean to. We do not currently have this policy. Next question is should we? Looks like this is a new revision?

Commented [2R1]: Not sure if it is required or not. Should we loop in LRR? Not sure who owns that decision.

Commented [3R1]: @missy.couch@compassroseschools.org Is the document you are working from something new that is required from our lawyer? The last documents I saw were from the Jan/Feb time frame, and we (LRR and I) went through them to make sure we had what was required in our policies. I understood them to be policies we could adopt but not all were required. I will touch base with LRR but context for this document would be much appreciated.

Compass Rose Public Schools shall also provide all employees who have worked for Compass Rose Public Schools for at least one calendar year **XX** calendar days of extended sick leave. This leave may only be used if an employee has exhausted his or her earned Local Leave benefits and only for the employee’s personal illness or disability, including pregnancy-related disability.

Extended sick leave is to be used for single, long-term illnesses or conditions. “Single” is defined as one illness or condition; “long-term” is defined as an absence of ten or more consecutive days. An employee is eligible for extended sick leave once every three years.

A doctor’s written statement confirming the need for extended sick leave shall be required before leave is granted, and periodically thereafter as determined by Compass Rose Public Schools. Extended sick leave will stop on the date the doctor releases the employee or when all extended sick leave has been exhausted, whichever comes first.

The daily rate of a substitute shall be deducted from an employee’s daily pay during a period of extended sick leave, even if a substitute is not used. The Superintendent shall adopt procedures to implement and control Extended Sick Leave benefits.

Sec. 3. EMERGENCY LEAVE

Employees may be granted up to **XX** days of emergency leave without loss of pay or accumulated Local Leave for destruction of their home or domicile due to flood, fire, or storm, other natural disasters or force majeure. Such leave is subject to the approval of the Superintendent or designee. Any further leave granted will result in a deduction of accumulated Local Leave, a deduction of the daily rate of pay, or unpaid leave, unless otherwise provided by Compass Rose Public Schools.

Commented [4]: @lisa.ewell@compassroseschools.org

Commented [5R4]: @missy.couch@compassroseschools.org This is another policy that we don't currently have.

Sec. 4. BEREAVEMENT LEAVE

Full-time and part-time Compass Rose Public School employees are eligible for bereavement leave. Temporary employees, substitutes, or employees classified on an “as-needed” basis are not eligible for bereavement leave.

In the unfortunate event of a death in an eligible employee’s immediate or extended family, the employee may take a paid leave of absence of up to three days (up to five days if air travel is required). For purposes of this policy, an immediate or extended family member includes the following:

- Spouse.
- Child/step-child or daughter-in-law/son-in-law.
- Parent/step-parent or grandparent/step-grandparent.
- Sibling/step-sibling.
- Spouse’s parent/grandparent.
- First cousin.

- Brother-in-law/sister-in-law.
- Aunt/uncle or niece/nephew.
- Spouse's aunt/uncle or niece/nephew.
- Any other family member residing in the employee's home.

Bereavement leave days should be taken consecutively, within a reasonable time from the date of the death or day of the funeral, and may not be split or postponed.

If an employee experiences a death in the family, they should inform the School Principal as soon as possible. Supporting documentation may be required.

Sec. 5. RELIGIOUS OBSERVANCES

An employee requesting to attend a religious observance on a regularly scheduled school day may use Personal Leave. In the event that all Personal Leave has been used, deductions from the employee's salary shall be made on the basis of the employee's daily rate of pay.

Sec. 6. JURY DUTY AND OTHER COURT APPEARANCES

Compass Rose Public Schools will pay a non-exempt employee his or her normal daily compensation for each regularly scheduled workday on which the employee serves in any phase of jury service. Any employee selected for jury duty must notify his or her supervisor within 48 hours of the court's notice. The employee must also present documentation of jury service to his or her supervisor.

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as local leave or leave without pay (if no local leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Compass Rose Public Schools shall not discharge, threaten to discharge, intimidate, or coerce any permanent employee because the employee serves as a juror or grand juror, or for the employee's attendance or scheduled attendance in connection with the service, in any court in the United States.

Sec. 7. VOTING LEAVE

Any employee who does not have two consecutive non-work hours while the polls are open on election day will be given up to two hours off with pay in order to vote, unless more time is required by state law. The employee should notify the appropriate supervisor before Election Day if time off is needed, so that the timing of the employee's absence can be pre-arranged.

Sec. 8 PEACE OFFICER PAID QUARANTINE LEAVE

Pursuant to Local Government Code 180.008, peace officers employed by or appointed by Compass Rose Public Schools receive full pay and benefits when ordered to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty. During this Paid Quarantine Leave, a peace officer will receive all employment benefits and compensation, including leave accrual, pension benefits, and health benefit plan benefits for the duration of the leave. Peace officers will also receive reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation. Paid Quarantine Leave will be ordered by the peace officer’s supervisor or the applicable health authority.

A peace officer’s sick leave balance, vacation leave balance, holiday leave balance, or other paid leave balance will not be reduced in connection with Paid Quarantine Leave taken in accordance with this Sec. 8.

Sec. 9 LIMITATIONS ON LEAVES OF ABSENCE

With the exception of leaves of absence for military duty, peace officer leave, or approved leave under the Family and Medical Leave Act, if an employee accumulates more eight days of absence after exhausting all available paid and unpaid leave, the employee shall be separated due to unavailability for work, subject to any reasonable accommodation duties Compass Rose Public Schools may have under the Americans with Disabilities Act (ADA) or similar law. Any employee separated for unavailability for work following exhaustion of all available leave will be eligible for rehire, and will be able to apply for any vacancies that may exist at any given time, depending upon qualifications and availability of job openings.