

International Leadership of Texas

Fiscal Manual
(Fiscal Guide for District Staff)
2016-2017

Leave Donation Policy

Any ILTexas employee may donate up to 5 days of leave each fiscal year to any eligible ILTexas employee.

An eligible employee is any employee who is out on FMLA leave or who is out for an extended period of time due to sickness or injury and would otherwise qualify for FMLA but is not eligible due to length of service, and does not have any other leave available.

If the recipients salary is the same or less that the donors salary, then each day donated will be one full day received.

If the recipients salary is more that the donors salary, then each day donated will be worth \$225 daily rate.

Employees who are resigning or who have been terminated may not donate leave days.

~~Every non-exempt employee shall record *all of their own* work hours through the time sheet. Falsification of payroll records such as reporting excessive work hours or participating in a practice of clocking in/out for other employees constitutes fraud. Violators will be subject to disciplinary action, up to and including termination of employment.~~

~~All administrative supervisors shall sign off on the time sheet for their respective paraprofessionals and support employees and submit the report(s) every pay period cut off. All corrections to time sheet should be submitted via an amended time sheet with the administrative supervisor's signature of approval.~~

~~All non-exempt employees shall comply with the work schedule assigned by their respective supervisor. All overtime shall be pre-approved by the immediate campus or department supervisor and HR should be notified immediately. All pre-approved overtime will be compensated (pay or comp time). An employee who repeatedly works in excess of his/her assigned work schedule, without authorization, will be subject to disciplinary action, up to and including termination.~~

~~All employees shall record an absence in ASEOP when absent from work to ensure that the time off is recorded in their respective leave record. This absence should be recorded prior to the actual absence if at all possible but no later than 24 hrs after the absence. Failure to adhere to this policy will result in disciplinary action which could result in termination. Staff members shall report all absences and leave requests to their immediate supervisor and enter the information into ASEOP. All employees shall report absences through the ASEOP system.~~

~~In addition, every campus/department shall submit an approved Absence and Substitute Report from ASEOP to HR within 2 hours of the Payroll Cutoff Date.~~

~~Supplemental payment forms shall be generated by the respective employee, approved by the immediate supervisor and submitted to HR within three days after pay day. The supplemental payments will be processed for the following week. Supplemental payments should include the following: employee name, reason for pay, payment amount, budget code(s), date(s) worked, and be supported by sign-in sheets (attached to payment form).~~

Non-Eligible Employee Number 1

- Received 2.5 donated days

Non-Eligible Employee Number 2

- Received 3 donated days