

ABSENCES/LEAVE POLICY INFORMATION

STATE OR PERSONAL DAYS PROVIDED:

- 1) You are provided five (5) days for full time employees, prorated for part-time employees, without loss of pay per year with no limit on accumulation. These days are not transferable among other Texas districts.
- 2) If leave is used, the absence shall be charged against the employee's total number of leave days even if a substitute is not employed. Leave earned or used is recorded in quarter day increments accordingly.

ABSENCE PROCEDURE:

If you are going to be absent please make sure that you call your supervisor to let them know. An absence from duty form will be filled out and sent to the district office. Be sure to fill out an absence from duty form when you are out for any reason (this includes illness, bereavement, jury duty, use of previously accrued COMP time, and any other reason). Absences for school related events, workshops, conferences, training, travel to other BSIC campus, etc. will require a Business Travel Form.

ADVANCE NOTICE ABSENCES:

Use the following procedure when you know IN ADVANCE that you will be absent on a specific day. All prearranged absences excluding Jury Duty must be approved by your Principal/Supervisor prior to completing the steps below.

- 1) Fill out an Absence from Duty Form and give to your principal.
- 2) Jury duty absence – please attach jury duty summons and a Work Absence Excuse/Note from the court upon completion of jury duty services.
- 3) School Business – attach a copy of meeting information, workshop registration, conference information
- 4) Discretionary leave shall not be allowed before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for STARR tests, or professional or staff development days.

ALL PERSONAL DAYS HAVE BEEN USED:

When all personal days have been used your paycheck will be absent deducted at your daily rate of pay or hourly rate of pay depending on your job description.

LEAVING SCHOOL EARLY OR LEAVING CAMPUS DURING THE DAY:

Make sure that you have permission from your supervisor or principal if you are needing to leave early. Sign out if you are leaving early or leaving campus during the day.

DEFINITIONS AND POLICIES OF LEAVE CLASSIFICATIONS:

MILITARY LEAVE

Please refer to the BSIC Personnel Handbook for the policy regarding all Military Leave.

BEREAVEMENT LEAVE

Full-time 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 family, the employee may take a paid leave of absence of up to three days. An "immediate family member" is defined as the following:

- Spouse
- Child/step-child
- Parent/step-parent
- Grandparent/step-grandparent
- Sibling/step-sibling
- Spouse's parent
- Spouse's grandparent
- Daughter-in-law/son-in-law
- Any other family member residing in the employee's home

BSIC will provide up to two days of paid bereavement leave in the event of a death in an employee's extended family. An "extended family" is defined as the following:

- First cousin
- Brother-in-law/sister-in-law
- Aunt/uncle
- Nice/nephew
- Spouse's aunt/uncle
- Spouse's niece/nephew

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, he or she should inform the Principal/Supervisor as soon as possible. You are required to provide documentation that you are an immediate family member (program, obituary, etc.).

JURY DUTY ABSENCE

Employees are encouraged to fulfill their obligation to serve on jury duty. You will not be charged any leave day for your service – but you must provide a copy of your summons and a Work Absence Excuse/Note issued by the court.

OTHER COURT APPEARANCES

Employees will be granted leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees must submit documentation of their need for leave for court appearances to their supervisor and the Human Resources Department. BSIC will not discharge, discipline, or otherwise penalize an employee because he or she complies with a valid subpoena to appear in a civil, criminal legislative, or administrative proceeding.

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.