

Payment for Accumulated Leave Upon Separation

- Employee has at least 10 years of service with the District
- Maximum of 20 days, at the average daily rate for the employee's last 5 years in the District
- Local leave
- Separation from employment is voluntary
- Advance written notice:
 - Contract employees- at least 30 days
 - Noncontract employees- at least 2 weeks

Please contact:

La Wanda Hines for questions regarding:

- Medical leave benefits (FMLA/TDL)
- Extended Leave
- Sick Leave Pool

lhines@baycityisd.org

Phone: 979-401-1002

Taylor Dwight for questions regarding:

- State Leave
- Local Leave
- Vacation

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Phone: 979-401-1015

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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, and the BCISD Employee Handbook.

Employee Leave Benefits



**Bay City
Independent School District**

**Department of
Human Resources**

www.bcblackcats.net

Summary of Leave Benefits

Paid Leave

State Personal Leave—5 days

Local Sick Leave—6 days

State Sick Leave—earned before May 30, 1995

Extended Sick Leave- 10 days for qualifying staff

Sick Leave Pool—up to 50 days for qualifying staff

Unpaid Leave

Family Medical Leave (FMLA)—12 weeks for standard FMLA 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

- 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, scheduled in advance, and must be approved by supervisor before leave is taken
 - Limitations of use- discretionary leave may not be taken on:
 - Before or after a district holiday
 - Days scheduled for semester or final exams
 - Days scheduled for state-mandated assessments
 - Scheduled staff or professional development
- 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 4 consecutive days for personal/family illness
 - Runs concurrent with FMLA and TDL when applicable
- Accumulates without limit

Local Personal Leave

- Each employee shall earn 6 paid local leave days per school year
- Employee illness or illness in the employee's immediate family
- Family emergency (i.e. natural disaster or life threatening situations)
- Death in the immediate family
- Active military service

Extended Sick Leave

- Exhausted all paid leave
- Shall have been absent at least 5 workdays without pay

- Full-time employee/maximum of 10 leave days granted in a school year
- Employee's catastrophic illness or injury or
- Absent due to the catastrophic illness or injury of an employee's immediate family
- Submit form: Request for Extended Sick Leave/ Medical Certification

Sick Leave Pool

- Exhausted all paid leave
- Employee's catastrophic illness or injury or
- Absent due to the catastrophic illness or injury of an employee's immediate family.
- May donate local or state personal leave-maximum of 3 days
- Maximum of 50 days per school year may be received.
- Ceases to exist when employee no longer needs leave for purpose requested or exhausted all leave days donated
- Submit form: Request for Sick Leave Pool/ Medical Certification

Comp Time

- 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

Family Medical Leave (FMLA)

- Eligibility: 12 months employment and 1,250 hours one year prior to FMLA leave request
- No pay, unless the employee has available full or partial pay leave, up to 12 weeks (26 weeks for Military Leave)
- Job protection
- Employer-paid insurance benefits, up to 12 weeks
- Employee or immediate family illness
- Submit form: Request for FMLA/ Medical Certification

Temporary Disability Leave (TDL)

- No pay, unless employee has available full or partial pay leave, up to 180 calendar days
- Job protection
- No employer-paid insurance benefits unless eligible for FMLA (up to 12 weeks)
- Employee illness only
- Submit form: Request for TDL/ Medical Certification

Medical Certification

Any employee who is absent 4 **consecutive** 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

needs to be submitted to the immediate supervisor.

The district may require medical certification due to a questionable pattern of absence or when deemed necessary by the supervisor or Superintendent.

Vacation Days (260 Day employees)

- 10 days each year for the first 5 years of employment earned at a rate of 1 day per month
- After 5 years, 15 days each year earned at a rate of 1.5 days per month, with no days earned during the first 2 months of the duty year
- No days earned during the first 2 months of the duty year
- Prior approval from supervisor
- Shall be used during the school year in which earned and shall **not** accumulate
- Unused days shall not be reimbursed upon the employee's separation from the district
- Cost of unearned vacation days shall be deducted from employee's final paycheck, when an employee has used more vacation than earned

Definition of Immediate Family (Policy DEC Local)

The term "immediate family" is defined as:

1. Spouse.
2. Son or daughter, including biological, adopted, or foster child, son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loc parentis.
3. Parent, stepparent, parent-in-law, or another individual who stands in loc parentis to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild
6. Any person residing in the employee's household at the time of illness or death.

Note: If an employee **does not** have available leave (including emergency sick leave and sick leave pool), and **is not** eligible for FMLA or TDL, the employee has no job protection and is not eligible for the employer-paid insurance benefits. The employer-paid insurance benefits will stop at the end of the month during which the last paid leave day occurs.