



**BELTON ISD**  
**HUMAN RESOURCES**  
**400 N. WALL ST.**  
**BELTON, TX 76513**  
**254-215-2019**

### **Paid Leave**

**State Personal Leave** – 5 days

**Local Leave** (paraprofessional and monthly auxiliary staff) – 3 days

**Local Leave** (professional) – 5 days

**Old State Sick Leave** – earned before 1995

### **Sick Leave Bank**

up to 90 days  
(Must choose to participate)

**Assault Leave** – must be requested by the employee

### **Unpaid Leave**

**Family Medical Leave** – 12 weeks/26 weeks for Military related injuries

**Temporary Disability Leave** – 180 days (for qualified employees only)

### **State Personal Leave**

- Earned at a rate of ½ day per 18 days worked
- Prorated for employees who start after the official beginning date of their position
- Discretionary – taken at the individual's discretion subject to limitations listed in DEC (LOCAL)
- Discretionary days shall not exceed 5 consecutive workdays and no more than 5 days may be used in a single semester
- Non-Discretionary – refer to FMLA for absences greater than 5 days
- Runs concurrent with FMLA and Temporary Disability Leave when applicable
- End of year balance carries over to next year

### **Local Sick Leave**

- Earned at a rate of ½ day per 18 days worked
- Prorated for employees who start after the official beginning date of their position
- Discretionary – taken at the individual's discretion subject to limitations listed in DEC(LOCAL)
- ***Discretionary days shall not exceed 5 consecutive workdays and no more than 5 days may be used in a single semester***
- Non-Discretionary – refer to FMLA for absences greater than 5 days
- Runs concurrent with FMLA and Temporary Disability Leave when applicable
- End of year balance carries over to next year up to a maximum of 40 days
- Used in same manner as state personal leave

### **Sick Leave Bank**

- Contact Human Resources for paperwork
- Completed medical certification must be received
- 30 days of full pay and 60 days of half pay provided after all state and local leave have been exhausted
- May be used for the employee or employee's parent, spouse, or child
- May not exceed 10 days for the death of employee's parent, spouse, or child

### **Family Medical Leave**

- Contact Human Resources for paperwork
- Completed medical certification must be received
- Unpaid leave if employee has exhausted all paid leave
- Runs concurrently with all types of leave
- Used for the birth/adoption or foster placement of a child or a "serious health condition" of a child, spouse, parent or the employee, qualifying exigency because of a family member's active military duty or to care for a covered service member with a serious injury or illness
- Must be employed with the district for one year and worked a minimum of 1,250 hours

### **Comp Time**

- Only nonexempt hourly employees are entitled to
- Earned for all hours in excess of 40 in a work week
- May accrue up to 60 hours
- Must be used by July 1 of the school year earned
- May be used at employees request and supervisor's approval
- May be required to use comp time prior to using paid leave

### **Temporary Disability Leave**

- Contact Human Resources for paperwork
- 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 employee personal illness only
- For qualified employees only

### **Absences for More than Five Consecutive Days**

Employees who are out for an illness for more than 5 consecutive days will be placed on Family Medical Leave, if they have been employed for at least a 12-month period and worked 1,250 hours. Biweekly employees with one year of service with an annual work schedule less than 1,250 hours may be eligible for hardship leave.

Failure of the employee to provide the Department of Human Resources with certification from a physician within 15 days will make the employee ineligible for the leave.

### **Neutral Absence Control**

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act, shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

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**PLEASE CONTACT  
THE DEPARTMENT OF  
HUMAN RESOURCES  
FOR ANY QUESTIONS  
REGARDING YOUR  
LEAVE BENEFITS**

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**HUMAN RESOURCES  
254-215-2019**

**FAX  
254-215-2038**

This pamphlet is only a summary of

Policies:

DEC(LOCAL)

DEC(LEGAL)

DECA(LEGAL), and

DECB(LOCAL).

Please refer to the policies  
themselves for full details.

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**EMPLOYEE  
LEAVE  
BENEFITS**

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**BELTON ISD VISION**

**TO BE A LEADER IN PREPARING  
EVERY STUDENT TO EXCEL IN  
TOMORROW'S WORLD.**