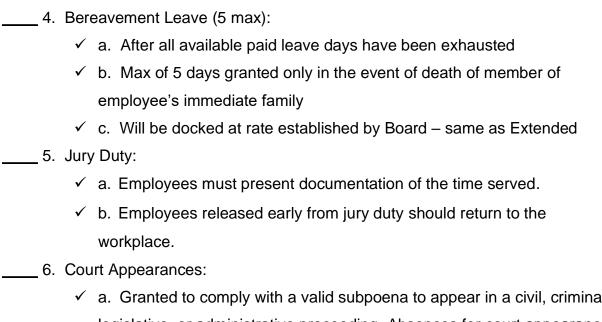
## **CBISD Leave Checklist**

## 1. Sick Leave:

- ✓ a. For employee illness or immediate family illness or death.
- ✓ b. Employee must turn in medical certification if:
  - absent 5 consecutive workdays
  - employee had any surgery
  - a questionable absence pattern
  - employee requests FMLA leave

## State Personal Leave:

- ✓ a. Non-discretionary leave same as sick leave
- ✓ b. Discretionary leave (employee's discretion) written request to supervisor for approval at least 4 days in advance
- ✓ c. Limitations Will be docked at daily rate if taken:
  - The day before or after a school holiday,
  - Days scheduled for end-of-semester or end-of-year exams,
  - The first day of instruction in a semester,
  - The last day of instruction in a semester,
  - Days scheduled for state-mandated tests,
  - Professional or staff development days,
  - Weather make-up days,
  - The last week of school, or
  - Any other day determined by the principal or supervisor on which the employee's presence is essential to the instructional program or operation of the schools
- ✓ d. Cannot take for more than 3 consecutive days
- \_\_\_\_ 3. Extended Sick Leave (10 max):
  - ✓ a. All state and local leave days have been exhausted.
  - ✓ b. Written request with medical certification to be approved by Superintendent
  - ✓ c. Will be docked at rate established by Board
  - ✓ d. Used for the employee's own catastrophic illness or injury



- ✓ a. Granted 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 personal leave or leave without pay (if no personal leave is available).
- ✓ b. Employees required to submit documentation of their need for leave for court appearances.

See CBISD Board Policy DEC (Legal) and (Local) for more detail.

Access the Employee Handbook <u>here</u>.