

___ 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

___ 2. **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

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- ___ 4. Bereavement Leave (5 max):
- ✓ a. After all available paid leave days have been exhausted
 - ✓ b. Max of 5 days granted only in the event of death of member of employee's immediate family
 - ✓ c. Will be docked at rate established by Board – same as Extended
- ___ 5. Jury Duty:
- ✓ a. Employees must present documentation of the time served.
 - ✓ b. Employees released early from jury duty should return to the workplace.
- ___ 6. Court Appearances:
- ✓ 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 [here](#).