

COMPENSATION AND BENEFITS:

DEC (R)

LEAVES AND ABSENCES

WORK-RELATED INJURY:
INITIAL SEVEN DAY TIME
LOSS

Under the Texas Workers' Compensation Law there shall be a waiting period of the first seven days after the accident before benefits can be paid. The injured employee shall not receive workers' compensation for these seven days if the employee is disabled for only seven days or less. If the employee is disabled for more than 28 consecutive days, the employee shall receive retroactive workers' compensation for the first seven days. Absences during the first seven days shall be deducted from the employee's accrued leave in the order designated in Board policy DEC (LOCAL), a written request from the employee must accompany the Employer's First Report of Injury.

WORK RELATED INJURY
LEAVE OF ABSENCE

Employees shall be permitted to use any state and local sick leave and other leave benefits to which they are entitled under Board Policy DEC (LOCAL) while they are recovering from a work-related injury and receiving workers' compensation benefits.

An employee who prefers to save accumulated sick leave must submit a request in writing to the Executive Director of Human Resources for a leave of absence. A physician's statement must accompany the request. The leave of absence shall be honored as of the date of receipt in the human resources office. Human resources shall acknowledge the request for leave and notify Risk Management and Payroll of the employee's request.

If an employee has exhausted all accumulated sick leave prior to or during an absence for a work-related injury, Payroll shall notify human resources of the last day of available sick leave. Human resources shall place the employee on an unpaid leave of absence and notify Risk Management. The employee shall also be notified of his/her benefit options by the Employee Benefits Office. [\[See CRD \(R\)\]](#)

Upon release from workers' compensation for regular or accommodated duty, the employee must request in writing for reinstatement of employment. The request must be accompanied by a physician's statement certifying the employee's fitness to return to work. If the release is for an accommodated duty position, the return to work shall be coordinated by Risk Management. [\[See CRE \(R\)\]](#)

Upon receipt of the release from workers' compensation, the employee shall be considered for a position for which he or she is qualified, provided such a position is available.

If no position for which the employee is qualified is available at the time the employee requests reinstatement, the employee shall be considered for a subsequent vacancy.

Failure of a certified/classified employee to report upon release from workers' compensation within three days or refusal to accept an offered position shall constitute resignation.

PROFESSIONAL LEAVE
FOR ASSOCIATION
OFFICERS

Employees who serve as officers or delegates of a professional or classified organization may be allowed to take professional leave for state and national conventions. Each organization may have professional leave of one day each for up to four officers/delegates per year. Any additional days or additional delegates must use personal business days.

A request shall be made in writing by the president of the organization before these days shall be approved.

Association shall be defined for the purposes of this regulation as: "A professional or classified organization to which a member of the District belongs in support of educational endeavors as a result of employment by the District." Participation must meet the requirements as set out in Policy DMD.

ABSENCE FROM DUTY

All teachers and administrators in the District shall report their absences, whether or not a substitute is required, to the Automated Substitute Kalling System. Auxiliary and paraprofessional personnel using the automated time and attendance system must ensure that their absences are recorded appropriately on their timecard prior to their approval. Although it is not mandatory, supervisors may require paraprofessional staff to report their absences to the ASK system in addition to recording them in the automated time and attendance system. Records of absences shall be maintained in the Payroll Office via these systems. Employees have the opportunity to review and correct their leave selections prior to their approval. Once leave selections have been approved by both the employee and their supervisor, any changes must be submitted, in writing, by the employee through their supervisor and/or Budget Manager to the Payroll Department. The request must include an explanation of the error that occurred. The Payroll Department will forward requests, along with any other pertinent supporting documentation, to the appropriate Associate Superintendent. Each request will be evaluated on a case-by case basis and changes will not be made without the approval of the Associate Superintendent, the Chief Financial Officer, and the Superintendent.

If during the workday an employee must leave the classroom or workstation, the employee shall contact his or her immediate supervisor regarding procedures to follow. Failure to follow these procedures may be considered a breach of contract.

JURY DUTY

Employees summoned to appear as a juror must provide their immediate supervisor with a copy of the jury summons. Employees appearing and/or serving as jurors

will be paid their normal daily compensation for each verifiable day of service. Upon completion of jury duty, the employee must obtain a Jury Duty Certification card from the courthouse that provides the date of their discharge. The card will be submitted to their immediate supervisor upon their return to work. The supervisor will forward the documentation to the payroll department prior to the end of the pay period. If, upon return, the employee is unable to provide the appropriate documentation, the employee's vacation or personal leave balance will be reduced accordingly or, in the absence of vacation or personal leave, the employee's pay will be docked for the hours the employee was absent until the documentation is submitted.

For purposes of calculating leave reimbursement for auxiliary and paraprofessional employees, the total number of accumulated leave hours shall be divided by eight (8) to determine the number of days available for reimbursement. The result of this calculation, including decimal places, will be used in determining the reimbursement.

LEAVE REIMBURSEMENT

ISSUE DATE: 7/21/98

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