

## STAFFORD MUNICIPAL SCHOOLDISTRICT

### *Procedures for Employee Absences*

1. A sign in/out log shall be located in the main office at each campus for purposes of maintaining personnel audit records.
2. Employees shall sign in and out each day and at any time the employee is off campus.
3. If an employee is absent, one of the following should occur.

#### Personal Leave

Personal leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS tests, nor on professional or staff development days.

Prior to the requested leave, a Request for Personal Leave form must be completed. Approval from the Principal/Supervisor must be obtained seven days in advance.

#### Absence for Illness

All full time employees shall earn local sick leave at a rate of one-half day for each 18 workdays of employment.

An employee absent more than five consecutive workdays because of personal illness shall submit, upon return to work, a medical certification of illness and of his or her fitness to return to work. An employee absent more than five consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness.

When an employee realizes he/she will be absent due to personal illness, illness of a family member, or death of a family member, the appropriate campus staff member responsible for calling substitutes and/or the supervisor should be contacted immediately.

#### School Business Absence

If an employee will be away from campus duties on school business for longer than two hours, the employee must complete a travel request. The principal shall approve or deny travel for all staff members on their campus.

## ***Procedures for Employees Absences, continued***

### **Jury Duty**

When an employee receives a jury summons, the staff member responsible for calling substitutes and/or the supervisor should be contacted as soon as possible.

A copy of the jury summons should be given to the principal's designee prior to the absence.

4. **The sign in/out log should reflect the word "Absent" for the day(s) the employee is away from work.**
5. **The campus administrator will establish a procedure and designate a staff member that will ensure that an Absence/Leave from Duty Report is completed for each employee who is absent.**
6. **The employee shall complete the Absence/Leave from Duty Report and return it to the principal's designee no later than the day following the absence. A copy of the approved Request for Personal Leave, medical certification, approved travel request, or jury certification must be attached to the Absence/Leave from Duty Report.**

### **LONG-TERM LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT (FMLA)**

If an employee is requesting long-term leave under the Family Medical Leave Act, such as maternity leave, a letter must be forwarded to the Superintendent requesting such leave. This letter should give anticipated dates that the employee will be out and should be submitted to the Superintendent in advance.

Once approved, the employee shall receive official notification from the Superintendent's office.

The Payroll Department should be contacted when the leave officially begins and ends.

Upon return to work, the employee shall sign the Absence/Leave from Duty Reports for the duration of the leave.