



WINDHAM SCHOOL  
DISTRICT

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**PAGE:** 1 of 3  
**SUPERSEDES:** WBP-07.53 (rev. 2)  
August 18, 2016

## WINDHAM BOARD POLICY

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**SUBJECT:** ADMINISTRATIVE LEAVE

**AUTHORITY:** Windham Board Policy (WBP)-03.02, "Windham School District Superintendent Responsibilities and Authority"

**APPLICABILITY:** Windham School District (WSD)

### **EMPLOYMENT AT WILL CLAUSE:**

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The WSD reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the superintendent's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the WSD and **do not** create any legally enforceable interest or limit the superintendent's authority to terminate a noncontract employee at will.

### **POLICY:**

Administrative leave is paid leave granted to an employee for specific circumstances as defined in this policy. WSD provides administrative leave in certain situations for all its employees without discrimination based upon race, color, religion, sex (gender), national origin, age, disability, or genetic information. Administrative leave is not accrued.

### **DEFINITIONS:**

"Immediate Family" includes the following:

1. Spouse;
2. Son or son-in-law;
3. Daughter or daughter-in-law;
4. Parents, stepparents, parents-in-law, or stepparents-in-law;

5. Siblings or siblings-in-law;
6. Grandparents;
7. Grandchildren; or
8. Any relative residing in the covered employee's household at the time of illness or death.

“Marriage” includes ceremonial marriage and informal marriage, which are the two types of marriage recognized by the state of Texas and are defined as follows:

“Ceremonial marriage” is a marriage documented by: (1) a marriage license recorded with a county clerk; and (2) a marriage certificate issued by the county clerk.

“Informal marriage,” previously known as common law, is a marriage that is not necessarily documented through a county clerk, but is valid when a couple agree to be married and after that agreement live together in this state and represent to others that they are married.

“Sibling” is an employee’s biological, adopted, or stepsibling.

“Son” or “Daughter” is an employee’s biological, adopted, foster child, stepchild, legal ward, or a child (other than the above) for whom the employee is standing “in loco parentis.”

“Spouse” is an employee’s husband or wife through a marriage.

## **PROCEDURES:**

### I. Jury Duty

An employee will be granted administrative leave with pay and no loss of accumulated time for jury duty. An employee is granted only the time sufficient to complete jury duty. Employees will retain any compensation for jury duty. The employee must notify the employee’s supervisor within five workdays of the required dates of service. The employee must submit any required documentation and a jury duty excuse letter or a Certificate of Service that indicates that the employee appeared for the jury selection process.

### II. Emergency Administrative Leave

In the event that an emergency situation occurs, directly or indirectly involving education personnel, the superintendent may approve administrative leave for a period not to exceed three days. Each emergency situation will be reviewed by the superintendent before declaring such as emergency administrative leave.

### III. Bereavement Leave

The superintendent may authorize up to three days bereavement leave for an employee

upon the death of an immediate family member, as defined by this policy, if the employee is not in a leave without pay status.

IV. Internal Interviews

An employee will be granted administrative leave for an internal WSD interview. The employee will receive a maximum of one day to complete the interview. The employee is responsible for any travel expenses incurred for the interview.

V. Chairman's Fitness Challenge

An employee may be granted up to 16 hours of administrative leave annually for fitness challenges for which all requirements were met.

VI. Teacher Applicant Referral

An employee may receive eight hours of administrative leave for the referral of each full-time classroom teacher applicant hired in accordance with Superintendent Directive (SD)-07.55, "Teacher Applicant Referral."

Signature on file  
Hon. Dale Wainwright, Chairman  
Windham School District Board of Trustees