



**WINDHAM SCHOOL
DISTRICT**

NUMBER: OP-07.53 (rev. 1)
DATE: January 18, 2017
PAGE: 1 of 6
**SUPERSEDES: OP-07.53
February 25, 2016**

OPERATING PROCEDURES

SUBJECT: ADMINISTRATIVE LEAVE

AUTHORITY: Windham Board Policy (WBP)-07.53

APPLICABILITY: Windham School District (WSD)

POLICY:

WSD shall provide administrative leave in certain situations, as described in WBP-07.53, for all WSD employees without discrimination.

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 and represent to others that they are married.

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

“Son” or “Daughter” is an employee’s biological, adopted, or 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:

The procedures in this policy shall be followed in accordance with WBP-07.53.

I. Jury Duty

A WSD employee shall be granted administrative leave with pay and no loss of accumulated time for the actual service required for the jury duty selection process or to perform jury duty service.

- A. An employee shall notify his or her supervisor of the summons for jury duty within five workdays of the required dates of service.
- B. If an employee receives prior notice that the jury duty selection process has been cancelled, the employee must report to the work assignment location to complete the regularly scheduled workday or use accrued leave, other than sick leave, for the absence.
- C. If an employee is dismissed from the jury duty selection process, the employee shall request the court to provide documentation, such as a Certificate of Jury Service, to indicate the date and time of arrival and dismissal.
- D. If an employee is selected for jury duty service, documentation of the date and time they are released must be provided.
- E. Administrative leave shall be approved for the time the employee actually uses to report for the jury duty selection process or jury duty service. The approved time includes travel to and from the court location and must occur during the regularly scheduled workday.
- F. The employee shall report to the unit of assignment before or after jury duty, as time allows. If the employee chooses not to complete the workday, the employee shall use accrued leave, other than sick leave, for the remaining scheduled workday.

II. Emergency Administrative Leave

- A. In the event that an emergency situation occurs, directly or indirectly involving WSD personnel, the superintendent may approve administrative leave for a period not to exceed three days. Each emergency situation shall be reviewed by the superintendent before declaring such as emergency administrative leave.
- B. In the event that the superintendent declares emergency administrative leave for WSD personnel, each employee shall enter the appropriate leave information into the WSD absence management system. The absence shall be entered on the employee's leave screen, but shall not be deducted from the employee's available accrued leave.

III. Bereavement Leave

- A. 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.
- B. Request for Bereavement Leave shall be initiated by the employee at the earliest practicable time by submitting the required documentation and attaching supporting evidence. Evidence may include a funeral notice or obituary.
 - 1. The request shall be submitted to the immediate supervisor for notification, using the Bereavement Leave Request form (Attachment A).
 - 2. The request shall be forwarded to Human Resources with the supervisor's signature.
 - 3. If the immediate supervisor has reason to question if the employee's request for bereavement leave is inappropriate, the immediate supervisor shall provide a written explanation of the concern to Human Resources for approval or non-approval.
 - 4. Human Resources staff shall review the Bereavement Leave request and forward all documents to the superintendent for review.
 - 5. The superintendent shall make the final determination for requests of Bereavement Leave.
 - 6. Human Resources staff shall notify the employee and the appropriate supervisor of the superintendent's decision. The decision of the superintendent is final and not subject to appeal or grievance.
- C. If approved, the Human Resource representative shall indicate the leave taken as bereavement leave. Bereavement leave authorized by the superintendent shall not be deducted from the employee's available accrued leave.

- D. Leave taken, but not authorized as bereavement leave by the superintendent, shall be deducted from the employee's available accrued leave according to this policy. The leave will be charged against the employee's pay if sufficient accrued leave is not available.

IV. Internal Interviews

An employee shall be granted administrative leave for an internal WSD interview. The employee shall receive a maximum of one day to complete the interview. The employee is responsible for any travel expenses incurred for the interview. The leave shall not be deducted from the employee's leave balance.

- A. An employee shall notify his or her supervisor of the internal interview, prior to the date of the interview, if requesting to use administrative leave.
- B. If an employee receives prior notice that the interview has been cancelled, the employee must report to the work assignment location to complete the regularly scheduled workday or use accrued leave, other than sick leave, for the absence.
- C. The approved time includes travel to and from the interview during the regularly scheduled workday.
- D. The employee shall report to the unit of assignment before or after the interview, as time allows. If the employee chooses not to complete the workday, the employee shall use accrued leave, other than sick leave, for the remaining scheduled workday.

V. Chairman's Fitness Challenge

An employee shall be granted four hours of administrative leave for each completed quarter of the fitness challenge for which all requirements were met.

- A. This administrative leave may only be used with supervisor approval.
- B. Campus staff is limited to using this earned leave on a day the unit is locked down or on a planning day (when classes are not conducted, excluding staff development days).
- C. Administrative leave earned from participating in more than one quarter of the Chairman's Fitness Challenge may not be combined to exceed eight hours of Chairman's Fitness Challenge leave in any one work week.
- D. This time will not be reflected in time balances. Each supervisor shall approve the use of time and note that administrative leave earned from this initiative has been used.
- E. Administrative leave earned from participating in the fitness challenge must be used within 12 months from the date it was granted.

VI. Teacher Applicant Referral

An employee shall 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." Refer to SD-07.55 for details.

Signature on file _____

Paul D. Brown

Director, Division of Operations



WINDHAM SCHOOL DISTRICT BEREAVEMENT LEAVE REQUEST

I would like to request Bereavement Leave on the following Dates _____ as a result of the death of my _____, I traveled to _____.

Employee Signature

(Print Name)

Immediate Supervisor

Superintendent
 Approved Disapproved