



WINDHAM SCHOOL
DISTRICT

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August 25, 2023

WINDHAM BOARD POLICY

SUBJECT: ADMINISTRATIVE LEAVE

AUTHORITY: Windham Board Policy 03.02, "Windham School District Superintendent Responsibilities and Authority"

APPLICABILITY: Windham School District

EMPLOYMENT AT-WILL CLAUSE:

This policy does not constitute an employment contract or guarantee of continued employment and does not create a legally enforceable interest or limit the superintendent's authority to implement personnel policies. Windham School District (Windham) reserves the right to revise this policy at any time.

POLICY:

Windham School District provides paid administrative leave to employees in accordance with this policy without regard to race, color, religion, sex (gender), national origin, age, disability, or genetic information.

The superintendent may grant administrative leave for purposes not included in this policy at the superintendent's discretion.

DEFINITIONS:

These terms are defined for this policy and may not be applicable in other contexts.

"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," also known as "common law marriage," is valid when a couple agree to be married and after that agreement live together in Texas as a married couple and represent to others that they are married.

PROCEDURES:

I. District Administrative Leave

A. Internal Interviews

An employee is eligible for administrative leave necessary for the employee to travel to and attend an internal Windham interview. The employee is responsible for travel expenses incurred for the interview. The employee must complete an Human Resources Service Request and attach documentation of the interview.

B. 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."

C. Superintendent Leave

The superintendent may authorize district-wide administrative leave subject to prior approval by the Windham board chairman.

D. Hazardous Weather Leave

The superintendent may authorize administrative leave as necessary when weather conditions prevent employees from safely reporting to work or when such conditions are reasonably anticipated.

Employees who are able to perform their duties remotely may not be eligible to receive administrative leave for hazardous weather.

E. Emergency Administrative Leave

The superintendent may grant up to three days of administrative leave in response to an emergency situation affecting Windham employees.

F. Health and Wellness Activities

1. An employee may be granted up to four hours of administrative leave annually for each wellness challenge approved by the superintendent for which all requirements were met.

2. An employee may be granted up to four hours of administrative leave annually for completing an annual wellness examination by a licensed physician.

II. Personal Administrative Leave

To receive personal administrative leave, employees must provide specific documentation sufficient to verify, in the superintendent's judgment, participation in the leave-eligible activity and account for the exact amount of administrative leave hours requested. If in doubt, the superintendent determines sufficiency of the documentation.

A. Jury Duty

An employee is eligible for paid administrative leave for the time necessary to complete jury duty. Employees retain compensation for jury duty. The employee must notify the employee's supervisor as soon as practicable, but not later than five workdays before the required dates of service.

B. Bereavement Leave

The superintendent may authorize up to three days of bereavement leave for an employee upon the death of a family member listed below, if the employee is not in a leave without pay status.

FAMILY RELATIONSHIPS CHART

Family members include relatives by consanguinity and affinity as listed below. Affinity relationships only apply to current spouses or step-relatives.

CONSANGUINITY (by blood)			AFFINITY (by marriage)	
FIRST DEGREE	SECOND DEGREE	THIRD DEGREE	FIRST DEGREE	SECOND DEGREE
• Father • Mother • Son • Daughter	• Grandparents • Grandchildren	• Great-grandparents • Great-grandchildren • Uncle • Aunt • Nephew • Niece	• Spouse • Father-in-law • Mother-in-law • Son-in-law • Daughter-in-law • Stepparents • Stepchildren	• Spouse's Siblings • Sibling's Spouse • Stepsiblings • Stepgrandparents • Stepgrandchildren • Spouse's Grandparents

C. Volunteer Firefighters or Emergency Medical Services (EMS) Volunteers

An employee who is a volunteer firefighter or EMS volunteer may receive up to five consecutive or nonconsecutive days of administrative leave each fiscal year to attend firefighter or emergency service training conducted by a state agency or institution of higher education.

D. Foster Parents

A foster parent of a child under the conservatorship of the Texas Department of Family and Protective Services (DFPS) is entitled to administrative leave to attend DFPS meetings or court hearings regarding the child and the child's Admission, Review, and Dismissal (ARD) meetings held by a school district.

E. American Red Cross Certified Disaster Service Volunteers

A certified American Red Cross disaster volunteer may receive up to 10 days of administrative leave per fiscal year to participate in specialized disaster relief services for the American Red Cross if the leave is taken to serve at the request of the American Red Cross and authorized by the employee's supervisor or superintendent.

F. Voting

An employee will receive administrative leave necessary to vote in a national, state, or local election when the employee's work schedule does not allow voting during time off. Employees are not eligible for administrative leave if early voting, absentee voting, or extended polling hours provide the employee the opportunity to vote.

G. Bone Marrow or Organ Donors

1. An employee who is a bone marrow donor will receive up to five days of administrative leave necessary for this purpose per fiscal year.
2. An employee who is an organ donor will receive up to 30 days of administrative leave necessary for this purpose per fiscal year.

H. Court Appointed Special Advocates (CASA) Volunteer

A CASA volunteer may receive up to five hours of administrative leave per month to participate in mandatory training or perform volunteer services.

I. Training for Reserve Law Enforcement Officers

A reserve law enforcement officer may receive up to five days of administrative leave every two years to complete continuing education program hours required to remain licensed as a peace officer.

J. Medical and Mental Health Care Leave for Veterans

A military veteran may receive up to 15 days of administrative leave each school year to obtain medical or mental health care under a program administered by the Veterans Health Administration of the United States Department of Veterans Affairs, including physical rehabilitation.



Eric J.R. Nichols, Chairman
Windham School District Board of Trustees