

## Leaves and Absences



### Types of Leave

Fredericksburg ISD provides various types of leave to regular employees to include:

- Local sick leave (earn 5 days per full year worked)
- State personal leave (earn 5 days per full year worked (exceptions apply))
- State sick leave (old prior to 1995 days – no new days accrued)
- Non Duty Days are non-paid days off provided to year round non campus based employees.

Note that substitutes are not provided with leave days.

School board policy DEC (legal) and DEC (local) govern the district leaves and absences. See

<https://pol.tasb.org/Policy/Section/510?filter=D>

### Leave Earned

- Five days of local leave is granted to working employees as follows:
  - At the beginning of the year for professional, clerical, and technical employees
  - One half a day as earned monthly during the months of September thru May for auxiliary employees
- Local sick leave may be used for illness or doctor appointments of the employee or immediate family member. Leave is prorated according to days worked. Leave is kept at a maximum of 30 days per year.
- State personal leave of five days is granted to working employees at the beginning of the school year and is usable for any reason. Approval from the supervisor and Superintendent is required. Leave may be prorated if employee does not begin and/or end the year with the ISD.
- State (old) sick leave may be used for illness of the employee or immediate family member, a family emergency, death in the immediate family, or during military leave.
- Additional, rarely used, and case by case granted and paid leave include:
  - Jury Duty Leave, Court Subpoena, Assault Leave, Military Leave, etc

Workers' Compensation leave runs concurrent with sick or personal leave. There are no additional days provided if an employee is away from their job under workers' compensation benefits.

Family and Medical Leave Act (FMLA) is available to protect an employee's job if they are unable to work. There are no additional days of leave provided. Information can be found at: <https://www.dol.gov/whd/fmla/>

### Leave Requests and Attendance Reporting and Substitute Requests

All requests for absences in half or full day increments are to be made in the Aesop Absence Management system by all employees, whether a substitute is needed or not. It is preferred that leave is requested in advance so that all necessary parties are informed and so that subs can be obtained if allowable. If an employee is ill, they may put in the absence on that day. Absences cannot be entered after the day of absence by the employee. Only the employee's supervisor or central office personnel working with the Aesop system can do so.

Aesop is the attendance reporting and substitute finding system for the district. It is imperative that all employees put in all applicable leave and non-duty, day requests in the system. Additionally, any absence from your duty station that requires a substitute must be entered in the system as soon as you know you will be out. The earlier you request a substitute, the better chance you have of securing a sub for your students.

### Leave Balances

Balances can be viewed on the Aesop system and Employee Access. Leave used will be posted to Aesop immediately, but only to Employee Access monthly at the time of payroll. Leave balance will be updated in Aesop after payroll time as well. Note that due to timing issues, either system may be off on days available.

Aesop  
FISD Employee Access

[www.aesoponline.com](http://www.aesoponline.com)  
<https://itccs.esc13.net:3072/wempacc?distid=086901>

1-800-942-3767