

Accrued Leave – Explanation of Different Types

Local Leave

Who is eligible for these days?

Full-time employees are eligible for local leave. 10-month employees receive 5 days per year, 11-month employees receive 6 days per year, and 12-month employees receive 7 days per year.

What can these days be used for?

Local leave may only be used for personal or family illness, death in the family, family emergency (as defined by policy DEC(Local)), or adoption (for up to six workweeks beginning no later than one month after placement of the child in the home).

How many days can I save up?

Unused local leave will carry-forward to the next year, and may accumulate to a maximum of 50 days.

What happens to these days if I resign from PISD?

If you resign, unused local leave will be donated to the leave bank on your behalf, to benefit other employees.

State Sick Leave (earned before 1995)

Who is eligible for these days?

These are the remaining unused days that were earned by employees before 1995.

What can these days be used for?

State sick leave may only be used for illness of the employee, illness of a member of the employee's immediate family, family emergency (as defined by policy DEC(Local)), or a death in the employee's immediate family.

How many days can I save up?

No new days will be added to this category, since the policy was replaced.

What happens to these days if I resign from PISD?

If you resign, unused state leave will be shown on your service record, and will transfer with you to another Texas school district.

State Sick Leave (also called non-discretionary leave)

Who is eligible for these days?

Unused State Personal Days are transferred into this category at the end of each school year. Days are not added to this category by any other means.

What can these days be used for?

Non-discretionary leave may only be used for illness of the employee, illness of a member of the employee's immediate family, family emergency (as defined by policy DEC(Local)), or a death in the employee's immediate family.

How many days can I save up?

There is no maximum to the number of days that will carry-forward from year to year.

What happens to these days if I resign from PISD?

If you resign, unused state leave will be shown on your service record, and will transfer with you to another Texas school district.

State Personal Leave (also called discretionary leave)

Who is eligible for these days?

Full-time employees receive 5 days per year. Part-time employees receive 5 equivalent days per year, which means if you are a 50% employee, you would receive 5 days that are worth 4 hours (50%) each.

What can these days be used for?

These days may be used for any reason, subject to approval of the requested date(s) by your supervisor. In addition, policy DEC(Local) does not allow this leave to be used on certain days of the school calendar.

How many days can I save up?

Only 5 discretionary days are available during the school year. At the end of each school year, unused days will be moved to the State Sick Leave (non-discretionary) category.

What happens to these days if I resign from PISD?

If you resign, unused state leave will be shown on your service record, and will transfer with you to another Texas school district.

Vacation

Who is eligible for these days?

Full-time employees in a position working 12 months (246 days or more) receive 2 weeks of vacation leave following one full year of service, and 3 weeks after five full years of service.

What can these days be used for?

These days may be used for any reason, subject to approval of the requested date(s) by your supervisor.

How many days can I save up?

Unused vacation leave will carry-forward to the next year, and may accumulate to a maximum of 40 days. Unused days in excess of the 40-day maximum will be deleted after September 30.

What happens to these days if I resign from PISD?

If you resign after one full year of service, you will receive payment for unused vacation leave.