

## MABANK INDEPENDENT SCHOOL DISTRICT

### **Time Off Information**

Employees earn ½ day State Leave for each 18 days of work and ½ day Local Leave for each 45 days of work. A total of 7 Leave days earned for 180 workdays. These 7 Leave days will be available to use before they are earned. If excessive absenteeism causes your total days worked to fall below 180 workdays (prorated amount if hired during the year) your paycheck will be adjusted in order to prevent you from being overpaid. Any Leave days not earned will be deducted from your June paycheck. When all paid leave is exhausted, employees may be eligible to apply for additional leave types.

Your campus secretary tracks your absences through the AESOP program. You will be required to report all absences via telephone or computer in AESOP. Information and instructions for AESOP will be furnished in your personnel information packet. Check with your campus secretary for campus procedure for absence reporting.

**Extended absences (5 or more days) due to illness are subject to FMLA and must be processed immediately.**

Mabank ISD Board Policy concerning usage of Leave is available on the Mabank ISD website under WEBLINKS. ([www.mabankisd.net](http://www.mabankisd.net))