Summary of Leave Benefits

*Paid Leave

State Personal Leave—Five days
Local Sick Leave—Five days
State Sick Leave—Earned before May 30, 1995
Sick Leave Bank— (Membership required) up to 75 days

Medical Leave (Unpaid Leave)

Family Medical Leave (FML)—12 weeks for standard FML and 26 weeks for military caregiver leave. Medical Certification Required
Temporary Disability Leave (TDL)—180 calendar days, granted only to employees in positions requiring SBEC certification, and 96 calendar days for all other positions not requiring SBEC certification. Medical Certification Required
**Available accrued leave will be used to supplement loss of pay*

State Personal Leave

- Available for use at the beginning of the school year
- Transferrable to other Texas School Districts
- Prorated for employees who start after the first duty day of the year or leave before the end of the year
- Discretionary— Taken at the individual's discretion and scheduled in advance. These limitations apply:
  - Must be approved by supervisor before leave is taken
- Non-Discretionary—For personal or family illness, family emergency, death in the family, or active military service
  - Runs concurrent with FML and TDL when applicable
- Accumulates without limit

Other Leave Benefits

- Vacation (243-day employees or more). 15 days per year for service longer than 10 years (if there has not been a 3 year or longer break in service). It is the responsibility of the paid vacation eligible employee to inform AISD HR Customer Service after the completion of the 10th year of service in order to earn the additional 5 days of vacation
- Workers Compensation
- Jury Duty
- Truancy Court Appearances
- Religious Observance
- Bereavement Leave
- Military Leave

Local Personal (or Sick) Leave

- Available for use at the beginning of the school year
- Prorated for employees who start after the first duty day of the year or leave before the end of the year
- Accumulates to a maximum of 50 leave days
- Non-Discretionary— For personal or family illness, family emergency, death in the family, or active military service

Catastrophic Sick Leave Bank

- Contact Benefits Department for application
- Employees join SLB by donating three (3) personal leave days for personal coverage or (6) days for family (spouse/child) coverage to the bank during new-hire enrollment or annual open enrollment
- Approval is contingent upon receipt of medical certification and approval under FMLA/TDL. Submission of the SLB application is also required
- SLB paid days are available only after all other personal leave days have been exhausted
- Re-enrollment is required once SLB is used

Comp Time

- Applies to nonexempt employees who work overtime
- Must be used before all other paid leave
- Accrual is limited to 60 hours, balance resets to 0 in August.
- Supervisor approval required for mid year payouts (in December or June for compensatory time hours over 60)
- Use may not unduly disrupt district operations

Family Medical Leave (FML)

- Please complete the medical leave request form on the intranet
- Employees are required to use their own personal leave days
- Qualifying events:
  - Employee's serious health condition
  - A serious health condition of a child, spouse, parent
  - Birth, adoption, or foster placement of a child
  - Qualifying exigency because of a family member's covered active military duty
  - To care for a covered service member with a serious injury or illness sustained in the line of duty
- Must be employed with the district for 12 months and worked at least 1,250 hours in the past 12 months prior to the leave start date to be eligible
- Provides job reinstatement and continued health insurance coverage

Medical Certification

- Any employee who is absent more than 3 consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider

Temporary Disability Leave (TDL)

- Please complete the medical leave request form on the intranet
- Runs concurrent with FMLA
- Employees are required to use their own personal leave days
- Qualifying events (Continuous basis only)
  - Employee's serious health condition
  - Birth (no bonding)
- An employee's notice of an extended absence shall serve as a request for temporary disability leave
- Must be a full-time employee to be eligible
- Provides District job protection

Assault Leave

- Provides extended income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job
- Applies only to physical injuries
- Medical certification is required
- Must be coordinated with workers' compensation
- Limited to two years from the date of injury

Neutral Absence Policy

- If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence.

**Employees hired after the first duty day of the assignment for the school year may see a proration of allocated paid leave days.*

Helpful Contacts

HR Leaves - hrleaves@arlingtonisd.org

HR Benefits - hrbenefits@arlingtonisd.org

HR Compensation - hrcompensation@arlingtonisd.org

Risk Management - riskmanagement@arlingtonisd.org

Payroll - payrollcustomerservice@arlingtonisd.org
*State, Local and Comp time are updated after each pay period by the payroll office.

Arlington INDEPENDENT SCHOOL DISTRICT

Board Policies: DEC (LEGAL) and (LOCAL); DECA (LEGAL), DECB (LEGAL); DED (LOCAL) and the Employee handbook

Updated 06/11/2026