



College Station Independent School District

Success...each life...each day...each hour

MEMORANDUM

To: Dr. Clark Ealy, Superintendent
From: Molley Perry, Chief Administrative Officer *mp*
Date: July 10, 2019
Subject: Updates to School Board Policy DEC(LOCAL)
Agenda Item: H-2

Background

School board policy DEC(LOCAL) provides parameters surrounding College Station ISD's local leave and absence policies for employees. Under certain circumstances, employees may need to be absent for an extended period (greater than five consecutive workdays) due to illness or injury of either themselves or an immediate family member. Often, employees with these needs are eligible for Family Medical Leave Act (FMLA) leave; however, there are circumstances where an employee may not be eligible for FMLA.

Through the addition of Hardship Leave, an employee of CSISD who is not eligible for FMLA could request Hardship Leave for up to 30 days as unpaid leave for the employee's serious health condition or that of an immediate family member as defined in policy DEC(LOCAL). Any available paid leave, including state personal leave, local leave or vacation days, would be used concurrently with hardship leave.

This change in policy aligns with our commitment to retain dedicated staff by better meeting the needs of CSISD employees.

Recommendation

It is recommended that the College Station Independent School District Board of Trustees approve the recommended policy updates as presented for DEC(LOCAL) regarding Hardship Leave.