

Sam Houston State University Charter School Leaves and Absences Policy

Sam Houston State University (SHSU) Employees assigned to Charter School sites are entitled to the leave benefits described below. This policy is adopted by the Charter School Board of Directors as a Texas Public School District on March 28, 2017, under the authority the Texas Education Code § 22.003.

1. **Sick Leave.** All School Administrators, Teachers, and Instructional Paraprofessionals accrue five (5) days of sick leave awarded on the first day of each academic year. A day of earned sick leave is equivalent to an assigned workday. There is no limit on the accumulation of sick leave. Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when a member of the employee's immediate family is actually ill. Employees taking sick leave must contact their supervisor at the earliest possible opportunity so the school can arrange substitute employees for the day, as necessary. For these purposes, immediate family is defined as those individuals related by kinship, adoption or marriage, which are living in the same household or if not in the same household are totally dependent upon the employee for personal care or services on a continuing basis. An employee who is the legal guardian of a child by court appointment may use sick leave to care for the child. Sick leave may be used for the adoption of a child under the age of three.

2. **Personal Leave.** All School Administrators, Teachers, and Instructional Paraprofessionals accrue six (6) days of personal leave awarded in four (4) hour increments on the first day of each month of employment. This leave is taken at an employee's discretion and is to be scheduled and approved by the employee's supervisor in advance. An employee must submit a personal leave request to his or her supervisor five (5) days in advance of the anticipated absence. Personal leave is approved on a first-come, first-served basis, as the needs of the Charter School permit. Prior to approval, the supervisor shall consider the effect of the employee's absence on the educational program and the availability of substitutes. Any personal time remaining at the end of a school year shall roll to the employee's personal leave balance for the following year. There is no limit on the accumulation of personal leave.

3. With the exception of sick and vacation leave, SHSU Charter School employees are entitled to leaves described in SHSU Human Resources Policy B-1.

SHSU Human Resources Policies govern all leave benefits for SHSU Charter School employees assigned to the SHSU main campus in Huntsville, Texas.

Adopted March 28, 2017