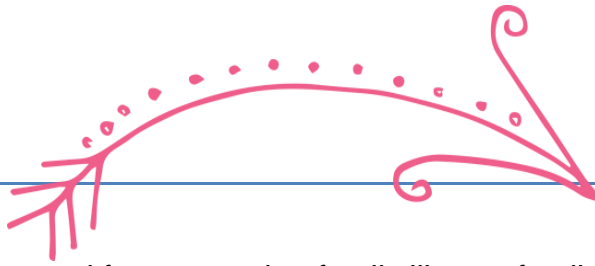


# ABSENCES

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**NON DISCRETIONARY** – To be used for personal or family illness, family emergency or a death in the immediate family. Local days may only be used for the non-discretionary days (5 days)

**DISCRETIONARY** – To be taken at the employee’s discretion. Personal leave shall be granted only under the following conditions. *Local days may not be used for discretionary leave. You must use state leave.* (5 days)

1. Request for discretionary personal leave shall be made **three (3) working days in advance** of the leave date and on a first-come, first serve basis. Fill out a personal day request form and put in Catherine’s box. (These are cherry-colored paper OR print out via the link on this site.)
2. Discretionary personal leave may not be granted:
  - A. On professional development days.
  - B. On days and/or evenings set aside for Open House
  - C. The day before or the day after a school holiday
  - D. On days scheduled for mandated exams (ex. STAAR)
  - E. Other times as determined by the principal

\*\*If you find yourself with a special situation, please visit with Catherine. ☺

**BEREAVEMENT** – The District provides up to three leave days per school year to each employee for a death in the immediate family. Put your absence in the system, then upon return turn in the form and necessary paperwork to Andrea and Catherine. You can find this district form on the Employee Information Center on the MISD website.

*See the MISD Employee Handbook (on the Employee Information Center) for more information on Leave, including Compassionate Leave, Family & Medical Leave, Temporary Disability, Assault Leave, Military Leave, Jury Duty, Court Subpoenas, and Workers’ Compensation.*

**\*\*LEAVING CAMPUS DURING THE DAY** – If you need to leave the campus during the school day, please let Catherine or Kelly know.

## **SUB FOLDERS**

Please create a sub folder by August 30 and have it available on your desk. Include your schedule, class roster, special situations, procedures, duties, and all pertinent information. Be certain you have the attendance hard copy sheet for your sub, and put directions in your folder. Do not assume that your sub will have been to our campus before. Your absence should have a minimal effect on your students, so try to set your sub up for success. See sub folder link for items to include.