

**Sec. 1. LEAVE**

Chapel Hill Academy participates in the State Personal Leave Program or provides or recognizes “State Days” under Education Code, Chapter 22; therefore, accumulated state leave days from other Texas School Districts or public schools may be transferred in or out of the Chapel Hill Academy system.

**a) *Local Leave***

Chapel Hill Academy grants all employees five local leave days annually. Local leave days do not accumulate or roll over to the next school calendar year. The Superintendent shall adopt procedures to implement and control Local Leave benefits. Local leave is to be used concurrently with Family Medical Leave. The number of local days will be prorated if the hire date is after August 1.

Local leave may be used for personal illness, illness of immediate family member, funeral of immediate family member, religious holiday, medical appointments, etc.

**b) *State Leave***

Chapel Hill Academy grants all employees five state leave days annually. State leave days do accumulate and roll over to the next school calendar year. The Superintendent shall adopt procedures to implement and control State Leave benefits. State leave is to be used concurrently with Family Medical Leave. The number of State days will be prorated if the hire day is after August 1.

State leave may be used for personal illness, illness of immediate family member, funeral of immediate family member, religious holiday, medical appointments, etc.

**c) *Medical Certification***

Any employee who is absent more than two days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness, the employee’s fitness to return to work.

**d) *Early Resignation, Retirement, or Termination***

Local and State days are pro-rated if the number of workdays is reduced due to early resignation, retirement, or termination from employment. State days are transferrable.

**Sec. 2. RELIGIOUS OBSERVANCES**

An employee requesting to attend a religious observance on a regularly scheduled school day may use Local or State leave. In the event that all Local and State leave has been used, deductions from the employee's salary shall be made on the basis of the employee's daily rate of pay.

**SEC. 3. JURY DUTY AND OTHER COURT APPEARANCES**

Chapel Hill Academy will pay active employees their normal hourly or daily compensation for each regularly scheduled workday on which the employee serves in any phase of jury service. Any employee selected for jury duty must notify his or her supervisor within 24 hours of the court's notice. The employee must also present documentation of jury service to his or her supervisor.

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as local leave or leave without pay (if no local leave is available). Employees may be required to submit official jury summons documentation of their need for leave for court appearances.

Chapel Hill Academy shall not discharge, threaten to discharge, intimidate, or coerce any permanent employee because the employee serves as a juror or grand juror, or for the employee's attendance or scheduled attendance in connection with the service, in any court in the United States.

**Sec. 4. LIMITATIONS ON LEAVES OF ABSENCE**

With the exception of leaves of absence for military duty, peace officer leave, or approved leave under the Family and Medical Leave Act, if an employee accumulates more than two consecutive days of absence after exhausting all available paid and unpaid leave, the employee may be separated due to unavailability for work, subject to any reasonable accommodation duties Chapel Hill Academy may have under the Americans with Disabilities Act (ADA) or similar law. Any employee separated for unavailability for work following exhaustion of all available leave will be able to apply for any vacancies that may exist at any given time, depending upon qualifications and availability of job openings.