



# Longview Independent School District

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## Leave Request Form

Name \_\_\_\_\_ Employee # \_\_\_\_\_ Campus \_\_\_\_\_

I have been absent for a total of \_\_\_\_\_ days/hours on \_\_\_\_\_  
Month/Day/Year

### Bereavement Leave

**ATTACHED** – copy of the ENTIRE obituary, funeral program, death certificate, or cremation certificate  
(deceased must be an immediate family member - refer to DEC (LOCAL) for listing)

\_\_\_\_\_ Relationship of Deceased to Employee

\_\_\_\_\_ Name of Deceased

Obituary, funeral program, and other documentation that are cutoff or missing pages will not be accepted. All documents should be in a format readable by all or have a legible translation attached. Otherwise, processing of request may be delayed.

**NOTE: IF EMPLOYEE'S NAME AND RELATIONSHIP INFORMATION IS NOT LISTED IN DOCUMENT(S) SUBMITTED OR PAPERWORK NOT ATTACHED, ABSENCES WILL BE DEDUCTED FROM EMPLOYEE'S PERSONAL PAID LEAVE IF AVAILABLE. OTHERWISE ABSENCE WILL NOT BE A PAID ABSENCE.**

### Jury Duty

**ATTACHED** - Attendance Sheet from the District Clerk's Office or other documented time spent at court

A Jury Summons **will not** be accepted as proof of attendance because it is only an order to appear before a judge. It does not state a person was, in fact, in court attendance. Cases can settle out of court, jury duty can be canceled, and people can be dismissed from duty. Parking Pass must have entrance and exit times stamped.

**NOTE: WHEN RELEASED BY THE COURT, EMPLOYEES MUST CONTACT THEIR SUPERVISOR/PRINCIPAL TO VERIFY IF IMMEDIATE RETURN TO WORK IS NECESSARY (BASED ON DISMISSAL TIME AND EMPLOYEE DUTIES). UNAUTHORIZED ABSENCE WILL NOT BE A PAID ABSENCE.**

### Approvals

By signing below, I certify that the information on this form is true and correct:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Both signatures must be obtained or request will be denied.**

**\*\*Please see attached LISD Bereavement Leave and Jury Duty Policies**

### \*\*OFFICE USE ONLY\*\*

\_\_\_\_\_  
Approved \_\_\_\_\_ Date(s) \_\_\_\_\_ Denied \_\_\_\_\_ Date(s) / Reason \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **Jury Duty**

*Policies DEC, DG*

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

## **Bereavement Leave**

*Policy DEC (LOCAL)*

Upon receipt of the absence form and copy of the obituary or the program from the service listing the employee and his or her relationship to the deceased, who shall be a member of the employee's immediate family as defined by policy, bereavement leave may be approved for up to a maximum of five days for each loss of an immediate family member. Should the obituary or the program from the service not list the employee and his or her relationship to the deceased, other documents could be utilized to trace the relationship, i.e., death certificate, marriage license, birth certificate, and/or funeral home correspondence. During the approval review, the following will be taken into consideration: the date of the death, the dates of visitation, the dates of memorial/funeral services, the date of the home-going celebration, and the date of the interment. In addition, the location of these functions and whether out-of-town/out-of-state travel time is needed shall be considered for approval to attend these functions.

An employee may be absent as many days as he or she deems necessary for the loss of an immediate family member; however, days of absence in excess of days approved for bereavement leave shall require usage of his or her personal leave, i.e., state personal/sick and local leave, non-duty days, vacation days, or accrued comp time. If an employee has exhausted all leave, the employee's pay shall be docked for his or her absences.

**Immediate Family.** For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).