

# STAFF RESOURCES

## Information About Leave for MSSD Employees

### Family and Medical Leave

Family and Medical Leave (FML) provides for up to 12 weeks of job-protected, unpaid leave within a 12-month period to salaried and wage employees. To be eligible, employees must have worked for the state of Missouri for at least 12 months and have at least 1,250 hours of actual work time in the 12 months immediately preceding the leave.

FML may be used under the following conditions:

- the birth of a child
- the placement (adoption or foster care) of a child with the employee
- the care of a spouse, son, daughter or parent of the employee when the spouse, son, daughter or parent has a serious health condition
- the serious health condition of the employee.

*(For a detailed definition of a serious health condition, refer to Personnel Policy 200-235.)*

Taking FML is not an option; employees are required to notify their supervisors of a situation that might qualify for FML. After it is determined the employee qualifies for FML, a letter with forms will be sent to the employee for completion. Any leave taken for the qualifying event would then be coded as FML. Any available sick, annual and compensatory leave is used concurrently with an employee's 12-week FML entitlement. FML is unpaid leave if no leave is available.

If an employee is on an approved leave of absence and FML, DESE will continue to provide its share of health-insurance coverage to salaried employees currently participating in state-sponsored health plans. If salaried employees pay any part of the premium, those payments must continue to be paid personally by the employee. The department does not provide state-sponsored life insurance at no cost to employees during FML. Employees have the option of continuing this coverage at their own expense.

### Maximum Annual Leave

Personnel Policy 200-210 states that employees cannot have an annual-leave balance of more than two years worth of accrual on Oct. 31 of each year. Excess annual leave is allowed to accumulate and carry over from pay period to pay period until Oct. 31.

Employees need to look at their annual-leave balances and project what will be accrued and taken between now and October. If the projection shows you will be over your maximum annual leave allowed, it is time to start planning to take some time off. Please talk with your supervisor before requesting annual leave. It is the responsibility of all employees to monitor their annual-leave balances.

When a staff member ends state employment either by retirement or resignation, only the amount of annual leave accrued up to the maximum allowed will be paid. Any annual leave accrued over the maximum at the time of separation will be lost, or it may be donated to the shared leave pool.

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## Leave Accrual Rate Chart

Days worked	Hours per day	Twice-monthly sick leave accrual (hrs.min)	Twice-monthly annual leave accrual (hrs.min)						Months to accrue	Pay periods
			<10 years	Max accrual	10-15 years	Max accrual	15+ years	Max accrual		
209	5	3.37	3.37	130.12	4.21	156.36	5.04	182.24	Sept.-May	18
229	5	3.14	3.14	142.16	3.54	171.36	4.33	200.12	Aug.-June	22
260	5	3.23	3.23	162.24	4.03	194.36	4.44	227.12	All year	24
206	5.5	3.56	3.56	141.36	4.43	169.48	5.30	198.00	Sept.-May	18
206	5.75	4.06	4.06	147.36	4.56	177.36	5.45	207.00	Sept.-May	18
206	6	4.17	4.17	154.12	5.09	185.24	6.00	216.00	Sept.-May	18
214	6	4.28	4.28	160.48	5.21	192.36	6.14	224.24	Sept.-May	18
219	6	4.33	4.33	163.48	5.28	196.48	6.23	229.48	Sept.-May	18
229	6	3.54	3.54	171.36	4.41	206.04	5.27	239.48	Aug.-June	22
260	6	4.03	4.03	194.24	4.52	233.36	5.41	272.48	All year	24
206	7	5.00	5.00	180.00	6.00	216.00	7.00	252.00	Sept.-May	18
209	7	5.04	5.04	182.24	6.05	219.00	7.06	255.36	Sept.-May	18
219	7	5.19	5.19	191.24	6.23	229.48	7.27	268.12	Sept.-May	18
229	7	4.33	4.33	200.12	5.28	240.32	6.22	280.32	Aug.-June	22
260	7	4.44	4.44	227.12	5.41	272.48	6.38	318.24	All year	24
206	8	5.43	5.43	205.48	6.52	247.12	8.00	288.00	Sept.-May	18
214	8	5.57	5.57	214.12	7.08	256.48	8.19	299.24	Sept.-May	18
219	8	6.05	6.05	219.00	7.18	262.48	8.31	306.36	Sept.-May	18
220	8	5.30	5.30	220.00	6.36	264.00	7.42	308.00	Sept.-June	20
229	8	5.12	5.12	228.48	6.14	274.16	7.17	320.28	Aug.-June	22
260	8	5.00	5.00	240.00	6.00	288.00	7.00	336.00	All year	24