

## Everything you need to know about Tenure Days....

- Tenure days may be used for employee's personal illness only and must be documented by a statement from a physician on each occasion.
- The use of tenure days may be granted for catastrophic illnesses (defined as being ill or incapacitated for 5 days or more) involving children, spouse or other immediate family members for which the employee is the primary caregiver.
- A tenure use request form must be completed on Eduphoria. Follow the link  
[http://connect.mesquiteisd.org/eduphoria\\_webcontrols/Login.aspx?ReturnUrl=%2feduphoria\\_webcontrols%2fApplications.aspx](http://connect.mesquiteisd.org/eduphoria_webcontrols/Login.aspx?ReturnUrl=%2feduphoria_webcontrols%2fApplications.aspx)  
The request for tenure days must be completed and submitted to the Personnel Office no later than five (5) days following the first day out due to the illness or knowledge of the event necessitating the request. Failure to meet the deadline could result in the request being denied. Under no circumstances will payment for tenure be made retroactive to a previous pay period.
- Read the chart below carefully, so that you can conserve your tenure days.

Years of Experience in MISD	Number of Tenure Leave Days
0 – 10 years	Up to 15 days per year with a total maximum of 30 days over the ten year period.
11 or more years	Up to 20 days per year with a total maximum of 50 days from year 11 forward for the remainder of the career.