

Instructional Staff Emergency Leave

A maximum of two days of emergency leave each year without loss of pay shall be allowed each full-time employee, upon approval of the superintendent.

Request for emergency leave shall be made to the superintendent in advance or as soon as possible if the emergency is of such nature that advance notice cannot be given.

Notification of intent to be absent from duty shall be made to the employee's immediate supervisor (principal, director or supervisor). Absence of one hour or less may be approved by the principal, director or supervisor with no loss of emergency leave.

An additional three days of emergency leave per year, non-accumulative, may be allowed with the amount to be deducted from the absentee's pay equal to a substitute's pay.

All of a staff member's personal leave must be exhausted prior to use of the Instructional Staff Emergency Leave policy.

Adopted: April 14th, 2016