

**PROCEDURES FOR IMPLEMENTING BOARD POLICY: EMERGENCY/PERSONAL LEAVE FOR EDUCATIONAL SUPPORT PERSONNEL**      **6380**

1. Educational support personnel may make application for emergency/personal leave by submitting an electronic request to their supervisor.
2. The supervisor will take action on the electronic application for emergency/personal leave. Approved requests will be added to the employee emergency/personal leave record. In the event that requests for emergency/personal leave cannot be submitted electronically, the employee should personally contact their immediate supervisor.

Adopted: November 7, 1974  
Revised: September 25, 2000  
Revised: September 9, 2013