

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

Section A

Non-probationary, full-time, educational support personnel are eligible for 2 days of emergency/personal leave each fiscal year. Probationary full-time educational support personnel who successfully complete their probationary period shall be entitled to 2 emergency/personal days at the completion of their probationary period for the current fiscal year. The employee shall receive the employee's daily compensation for emergency/personal leave.

Section B

Emergency/personal leave shall be used for urgent personal or family matters that require the support staff employee's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Section C

Emergency/personal leave may not be taken on the day before or following any legal or granted school holiday, nor may it be taken in conjunction with an employee's vacation or leave without pay. The assistant superintendent for human resources may make exceptions to this rule in unusual circumstances.

Section D

All requests for emergency/personal leave shall conform to the procedures established by the assistant superintendent for human resources.

Section E

Emergency/personal days may be accumulated from year to year up to a maximum of 4 days. Emergency/personal days in excess of 4 days after the roll over in the fiscal year are added to accumulated sick leave.

Approved: December 18, 1972
Revised: October 7, 1974
Revised: January 23, 1995
Revised: May 20, 1996
Revised: August 25, 1997
Revised: September 25, 2000
Revised: September 9, 2013