

District Code:

EMERGENCY LEAVE

1. Three days of absence with pay will be allowed for each critical illness or death in the immediate family. In unusual circumstances, this allowance may be extended at the discretion of the superintendent of schools. Critical illness means illness which the attending physician considers sufficiently serious to require the staff member's presence at the bedside. Immediate/step family means husband, wife, children, father, mother, brothers, sisters, grandparents of employee or spouse, grandchildren, fathers-in-law, mothers-in-law, brothers-in-law, sisters-in-law, sons-in-law, or daughters-in-law.
 - a. An employee who is called from work to attend to an illness/injury of child or spouse may be required to validate such with a written statement from a child's attendant or spouse's employer. This provision only covers partial day absence and cannot exceed three (3) such occurrences during a school year.
 - b. Application for emergency leave for critical illness or death involving other relatives not covered in this policy may be made under Personal Leave (GCBC-R-2).
 - c. When an employee misses school because of a bereavement situation not covered under the bereavement policy and the employee has already used all personal days provided under Personal Leave (GCBC-R-2), the employee shall be eligible to be docked at a sub-dock rate for the first two days of each situation in a given year, and at a full dock rate for additional days.
2. Absence with pay may be allowed by the superintendent of schools for transactions or legally required conferences involving a legal instrument (deed, mortgage, property title, Individualized Educational Plan etc.), making a required court appearance, or obeying a court order. The advance approval of the superintendent of schools is required.
3. The superintendent of schools, or designee, has the privilege of modification to accommodate extenuating circumstances.
4. Absences other than those described in the above paragraphs will not be allowed with pay.
5. A deduction will be made for each day of absence, either at the rate of a full day's pay per day, or at the rate of a substitute's pay at the discretion of the superintendent of schools.
6. District will make every effort to make a reasonable accommodation to grant religious leave for staff whose personal religious convictions require that he/she refrain from work on days of religious observance.
7. The superintendent of schools may grant short leaves of absence to employees for personal reasons, and in each case, determine the salary deduction for each absence. No short leaves will be granted during the first two weeks or the last two weeks of the school year, not the last week of the first semester or the first week of the second semester nor the day before or the day after a regular

District Code:

vacation. No aspect of this section shall relate to Section 1 (Critical Illness/Bereavement), or Section 6 (Religious Leave).

Adopted: June 8, 1982
Revised: July 16, 1985
Revised: June 26, 1990
Revised: May 13, 1997
Revised: January 25, 2000
Revised: May 14, 2002
Revised: October 9, 2007
Revised: December 11, 2007
Revised: June 24, 2008