

Two days of emergency leave, separate and apart from sick leave, are available each year to employees of the system. Emergency leave may be granted for funerals, serious illness of friends, court appearances, etc.

Except in cases of extreme emergency, an employee shall apply at least five (5) days prior to the proposed date of such leave to the principal/supervisor. In cases of extreme emergency, the five (5) day prior notice may be waived by the principal/supervisor. The principal/supervisor shall notify the District Office of all emergency leave requests.

Emergency leave is not accumulative and should not be considered as vacation time.

No deduction in salary is made for approved emergency leave.