

EMERGENCY LEAVE

The NWESD 189 shall annually permit up to three (3) days of the earned sick leave to be used as emergency leave for urgent business which cannot be accomplished on a weekend or after the regular working day. The following guidelines shall be applied:

- 1) The problem must have been suddenly precipitated and/or of such nature that preplanning could not relieve the necessity for the absence.
- 2) Mechanical problems (other than accidents) can not be considered a valid reason for emergency leave.
- 3) The leave cannot be in lieu of other available leaves.
- 4) The problem creating the need for such emergency leave cannot be connected with, or an extension of, any other form of leave (attendance at the funeral of a close friend shall not be considered an extension of bereavement leave).
- 5) Should the emergency be of such a personal nature that the individual finds it difficult to state the reason for absence in writing on the absence form, he/she may, in lieu of the written statement, request a private and confidential conference with the Superintendent.

Except as otherwise noted, this policy is subject to all of the provisions of Policy 5400.

First Reading:

Second Reading: 08/27/84 (as 4650)

Revised: 02/26/92 (as 4650)

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Reference:

RCW 28A.310.180

RCW 28A.310.200

RCW 28A.310.220

RCW 28A.310.240

RCW 28A.600.010

Cross Reference:

Policy 5400