

Emergency Leave

Emergency leave may be granted for no more than 12 days per year and may be taken in the case of emergencies as defined in the following:

An emergency arises out of unexpected circumstances which create an air of crisis or extreme need and which were of such nature that planning is not possible.

Any leave used under terms of this policy shall be deducted from the staff member's accumulated sick leave. In the event the staff member's sick leave has been exhausted, the leave shall be granted without pay.

A written application for emergency leave must be returned to the district office on the day of return to school.

This policy is subject to all of the provisions of Policy 5320.

Legal Reference:      RCW 28A.400.300      Hiring and discharging employees-Leaves for employees - - Seniority and leave benefits, retention upon transfers between schools