

**EMERGENCY LEAVE**

In the event of an unforeseen emergency, a classified employee may apply for emergency or personal leave. Application for emergency leave must be made through the employee's immediate supervisor to the Superintendent. Emergency leave, when granted, will be deducted from sick leave entitlement.



<i>POLICY ADOPTED</i>	<i>March 10, 1975</i>
<i>RE-ADOPTED</i>	<i>January 13, 1986</i>
<i>REVISED</i>	<i>February 12, 1996</i>
<i>RENUMBERED</i>	<i>May 12, 2003</i>