

Emergency Leave

GCBD-R2

This guide is to help determine which situations constitute emergency leave for an employee. Bereavement or emergency leave is primarily for the death of an immediate family member. It also includes serious illnesses of immediate family members. The term “serious illness” means an illness which requires hospitalization, major surgery, or an illness for which there is a possibility of death.

The term “serious illness” does not include a normal illness such as measles, chickenpox, influenza, etc., which commonly occur. Minor surgery is also included with the scope of this paragraph.

Sound administrative judgment does not necessarily preclude that all employee absences will be paid leave. The superintendent has the final decision.

Adopted: August 14, 1986

Revised: January 1, 2019