

**EMERGENCY LEAVE  
(REGULATIONS)**

The certified staff shall be provided not more than five (5) days of emergency leave. A teacher who will be absent for reasons of emergency leave, must provide as much prior notice as possible to the administration.

A teacher may use emergency leave for self, spouse, child, a child residing with you that is dependent upon you for support and care (foster children, stepchildren and etc.), brothers, sisters, brothers-in-law, sisters-in-law, mother, father, mothers-in-law, fathers-in-law, grandparents, spouse’s grandparents, and any other family member with whom the teacher has a long standing and affectionate relationship.

The board will pay a substitute for the first two (2) days of emergency leave while the teacher pays for the remaining three (3) days.

In case of a death within the immediate family, the board will pay a substitute for the first two (2) days of emergency leave. After the first two (2) days, teachers may charge a reasonable amount of time to sick leave.

An emergency situation will be determined by the building principal.

**REFERENCE:** 70 O.S. §6-104  
70 O.S. §6-104.7

**NOTE:** 70 O.S. §6-104 allows emergency leave to be granted at the discretion of the board. However, the board may not provide more than five days.