

**EMERGENCY/PERSONAL BUSINESS LEAVE
CERTIFIED PERSONNEL**

The Chandler Board of Education shall provide five (5) days per year of non-accumulative Emergency/Personal Business for all certified employees.

All requests for Emergency/Personal Business leave must be in writing, clearly explaining the absence. Emergency/Personal Business leave must be forwarded to the superintendent of schools for approval.

The certified employee shall have deducted from his/her salary the amount paid for a substitute teacher (regardless of whether a substitute was hired or not hired).

REFERENCE: 70 O.S. 6-104

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 (5) days.

REFERENCE: 70 O.S. 6-104: Atty. Gen. Op. No. 77-217
Aug. 19, 1977

NOTE: A local board of education is authorized to adopt reasonable rules, regulations and policies defining activity which shall be deemed to constitute or qualify as "personal business" leave. In adopting such a definition, the ordinary and very day commonly understood meaning of the phrase "personal business" should be followed.

Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)