



Board Policy 5402 – Emergency Leave

Emergency leave must be entered into Skyward promptly and must match monthly Time and Effort.

BOARD POLICY

5402

SUBJECT: Emergency Leave

Emergency leave may be granted in the case of emergencies as defined in the following:

1. The problem must have been suddenly precipitated and/or of such nature that pre-planning could not relieve the necessity for the absence.
2. The problem cannot be one of minor importance or of mere inconvenience, but must be serious.
3. This definition of emergency is intended to include the situation when an employee chooses to stay home in inclement or hazardous weather conditions because of the perceived safety risk that traveling could create.

A written request for emergency leave must be returned to the department supervisor for approval. Emergency leave is non-cumulative and shall be deducted from sick leave.

LEGAL REFERENCE: RCW 28A.400.300 (2) Hiring and discharging employees – Written leave policies – Seniority and leave benefits of employees transferring between school districts and other educational employers

DATE ADOPTED: October 20, 1988

Revised: April 19, 2012

RENUMBERED January 21, 2016, from 3040

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