

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE EMERGENCY LEAVE

5400 P3

Emergency leave may be granted to part-time and full-time employees in the case of unforeseen circumstances or emergencies defined as follows:

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 and must be serious.
3. This definition of emergency is intended to include when an employee chooses to stay home in inclement or hazardous weather conditions because of the perceived safety risk that traveling could create.

The employee shall contact his/her immediate supervisor as soon as possible to report an absence due an emergency defined in this procedure. Upon return to work, if not before, a request for emergency leave must be submitted in Time Off for the supervisor's approval.

Emergency leave is non-cumulative and shall be deducted from sick leave.

REFERENCE:

RCW 28A.310.240 Employee leave policy required

Adopted: October 20, 1988

Revised: April 19, 2012, September 15, 2016

Renumbered: January 21, 2016, from 3040

Converted from Policy 5402 to Procedure 5400 P3, February 21, 2019