

CLASSIFIED EMPLOYEE EMERGENCY LEAVE

The board realizes an emergency may arise which would necessitate a classified employee's absence from work which is not covered by another form of leave of absence. Such leave shall be called emergency leave.

Emergency leave must be unforeseen and beyond the control of the employee. There is no set number of days that may be taken. The leave is dependent upon the need and request of the person needing to take the leave. This leave is not deducted from sick leave. The request shall be made in writing and a written record will be maintained. The superintendent shall have the discretion to grant emergency leave. The superintendent shall determine whether such leave shall be paid leave or unpaid leave.

Legal Reference: Iowa Code §§ 20.9; 279.8 (2010).

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved 12-19-18

Reviewed 11-14-18

Revised _____