

EMERGENCY LEAVE Procedures

Purpose: Emergency leave is for those emergency situations which are not covered by other leave policies for full-time employees.

- I. Emergency leave may be granted with pay under the following conditions:
 - A. The situation must meet one of the following criteria:
 1. Critical illness or death of an immediate family member. Immediate family is defined as mother, father, mother-in-law, father-in-law, spouse, children, brothers, and sisters of the staff member.
 2. Critical illness or death of friends or relatives not covered by the term “immediate family”, but where a close personal relationship exists.
 3. Illness of children or spouse of staff member which requires staff member to be present. This would include illness of small children or doctors’ appointments of “immediate family” which requires the presence of the staff member.
 4. Religious holidays or observances for sects not observing the Christian religious calendar.
 5. Absence because of an emergency matter or a significant event in the family of the staff member, if the circumstances permit and if the matter or event is judged as such by those whose approval is required. This may include birth or adoption of a child.
 - B. The maximum leave for item I.A.1. shall be limited to three (3) days per incident and may be extended generally up to ten (10) days in justified situations. The maximum leave for items I.A.2., I.A.3., I.A.4., and I.A.5. shall be limited to three (3) days per fiscal year (collectively), except that a leave may be extended to five (5) days in rare situations. Upon a recommendation of the immediate supervisor, Vice President and Human Resources Director, the President may grant additional emergency leave days in extreme situations. In these situations, each request will be reviewed on a case by case basis taking into consideration individual circumstances. Emergency leave is noncumulative.
 - C. A college employee must have the approval of the immediate supervisor(s) and the Director of Human Resources for leaves of three (3) days or less. For leaves exceeding three (3) days, the appropriate vice president and the President must also

approve the leave request. The employee requesting emergency leave should notify his/her immediate supervisor of the emergency and complete the Leave Request Form upon returning to campus if the form cannot be completed prior to the absence.

- II. Emergency leave may be granted without pay under the following conditions:
 - A. The situation must meet one of the following criteria:
 - 1. Unusual conditions (acts of God and/or natural disasters) over which the employee has no control and which required his/her presence, for example, inability to report to work because of weather conditions.
 - 2. Emergency leave for situations identified in I.A. above which exceed the maximum days allowed. These situations may qualify for leave under the Family Medical Leave Act (see Policy Code #4175).
 - B. A college employee must have the approval of the immediate supervisor(s), the appropriate vice president, the President and the Director of Human Resources for leaves identified in II.A.
- III. As an alternative to taking emergency leave without pay, the employee and his/her supervisor may agree to a plan which allows the employee to make up the time missed with such duties assigned by the immediate supervisor. In such instances, the employee would not be required to take the leave without pay and the completion of a leave form would not be required. The Human Resources Office shall be forwarded a copy in memo form of any such plans which exceed eight hours of missed work.

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