

Article IX.A.5.p. Personal Emergency Leave

A. Statement of Policy

Eleven and twelve-month administrators may be granted one day of personal emergency leave annually with full pay to be approved by the administrator's immediate supervisor. Note: Personal emergency leave is to be used for situations which cannot be controlled by the employee, i.e. court, emergency situations (broken water pipes, flooding, fires), etc.

Attendance at funerals and weddings will not be included as an approved personal/emergency leave day.