

Employee Policy #341 Emergency Day of Leave Request

Purpose:

The SusQ-Cyber Charter School Board of Trustees recognize that employees may encounter serious emergency situations which require they be absent from their jobs but which do not fit the classification of illness leave. In adopting the Emergency Day Leave Policy the Board of Trustees provides for an absence from school, due to an emergency, according to the following conditions:

Guidelines:

Emergency Days

- One Emergency Day of Leave with pay shall be granted in each year to each full-time employee if needed.
- An Emergency Day of Leave must be approved by the CEO.
- An Emergency Day of Leave does not accumulate from year to year.
- Emergency shall be defined as a sudden, unforeseen situation requiring immediate action by an employee to avoid harm to the health or safety of the employee or the employee's immediate family or property (a happening that could not have been planned).
- The request for an Emergency Day of Leave, even though approval is given, must be in writing stating the nature and reason for the request. This must be submitted to the CEO as soon as possible after the fact.

Delegation of Responsibility:

The CEO is responsible for approving Emergency Day of Leave Requests.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.