



4510.03: BUSINESS AND EMERGENCY LEAVE

I. Paid leave may be granted to eligible employees for personal business obligations or unforeseen emergencies (hereinafter "B/E leave") which cannot be scheduled on non-duty days or at a time other than during working hours.

II. Requests for B/E leave shall be reviewed by the employee's immediate supervisor. Approval of B/E leave shall be at the sole discretion of the District and will be based upon the following factors:

- A. The particular date the leave is requested,**
- B. The number of requests for the date requested,**
- C. The availability of a substitute (if needed), and**
- D. Any other factors deemed relevant by the District.**

III. Sufficient Grounds for B/E Leave:

A. Examples of situations for which B/E leave may be granted are:

- 1. Legal matters which cannot be arranged at a time other than during working hours.**
- 2. To attend the funeral of a friend or non-immediate family member.**
- 3. Doctor or dental appointments for employee or immediate family members which cannot be scheduled at a time other than during working hours.**
- 4. Employee's college requirements including, but not limited to, meeting with an advisor, taking tests and other District approved course requirements which cannot be scheduled at a time other than during working hours.**
- 5. Closing on the sale or purchase of employee's personal primary residence.**
- 6. Moving to or from a house which cannot be scheduled at a time other than working hours.**
- 7. Weddings and/or graduations of the employee, of a family member (including a non-immediate family member), of a friend, or when the employee's children participate.**

(Note: Employees are limited to paid leave for the day of the graduation or wedding; however, a second B/E

day will be allowed for travel if the ceremony is more than 200 miles away.)

8. Attending a competition where the employee is the spouse of an employee?participant or the parent of a student?participant.

9. Observation of major religious holiday as approved by the Human Resources Office.

10. District approved course-work.

11. Serious illness of a friend or family member (including non-immediate family members).

12. Designated remote-learning/online learning days when school is closed, but classes are continued online.

B. Examples of Insufficient Grounds for B/E Leave:

- 1. Accompanying a spouse on a business trip or vacation.**
- 2. Applying or interviewing for a position outside the District.**
- 3. Entertaining, shopping and/or running errands.**
- 4. Closing on the sale or purchase of rental, business, or secondary property.**
- 5. Looking for housing.**
- 6. Personal recreational activities, (e.g. hunting, fishing, hobbies, family or personal vacations and family business trips.)**

C. Leave without pay may be granted for any of the above grounds if approved by the Superintendent or his/her designee.

IV. Definitions:

A. "Eligible employees" shall mean employees who have not exhausted their paid leave (i.e. paid sick leave) provided for by the applicable collective bargaining agreement or Board approved administrative allowance in the absence of a collective bargaining agreement. Use of B/E leave shall reduce the paid leave allocation of the employee.

B. "Immediate family" shall mean employee's spouse, parents, children, grandchildren, brothers, sisters, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, spouse's grandparents or any other relative who is a permanent resident in the employee's home or for whom the employee has specific legal responsibility.

C. "Working hours" shall mean the regularly scheduled hours of work assigned to an employee as determined by the Superintendent or designee and in accordance with applicable collective bargaining agreement or Board approved administrative allowance in the absence of a collective bargaining agreement.

Date of Adoption

October 7, 1974

Date of Revision**August 6, 1979****July 10, 1989****September 7, 1993****June 16, 1997****July 27, 1998****March 17, 2003****February 21, 2011****September 6, 2011****November 6, 2017****November 21, 2022****Related Policies and Rules****[4510: Leaves of Absence](#)****[4510.04: Leave Without Pay](#)**