

# BUSINESS AND EMERGENCY LEAVE REQUEST

Rule 4510.3

Rule Revised December 5, 2017

Leave with pay for up to three days per school year may be granted 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. Requests for business and emergency leave shall be reviewed by the employee's immediate supervisor. Approval of leave will be based upon the particular date the leave is requested, the number of requests for the date requested, and the availability of a substitute (if needed), and any other factors the District deems relevant in making a determination.

**A. Sufficient Grounds for B/E Leave:**

The following guidelines are to assist in deciding leave for business or emergency reasons. Exceptions and/or deviations may be made in extreme cases with the approval of the administration. Such leave may be granted for the following reasons:

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 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 Personnel Office.
10. District approved course work.
11. Serious illness of a friend or family member (including non-immediate family members).

**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.)

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

**C. Definitions:**

1. "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 Business and Emergency leave shall reduce the paid leave allocation of the employee.
2. "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.
3. "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.

Name \_\_\_\_\_ Position \_\_\_\_\_

School \_\_\_\_\_ Requested Leave Date \_\_\_\_\_

My request is in compliance with the above rule, and I understand that if it is subsequently discovered that my request did not conform to the rule, I may be subject to disciplinary action. Absences are to be recorded on timecards (hourly employees) or entered in SubFinder (salaried employees). If the reason for leave is not listed in Part A above, state the reason here:

\_\_\_\_\_  
Staff Member Signature Present Date \_\_\_\_\_

\_\_\_\_\_  
Principal or Supervisor Signature Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ of requested time off

Submit to Personnel Office only if the reason for the leave is not listed in Part A.

\_\_\_\_\_  
Personnel Office Administrator Signature Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ of requested time off