

Adopted: May 20, 1996  
Revised: March 17, 2008  
Last Reviewed: February 20, 2015

District 77 Policy 429

## **429 EMERGENCY LEAVE - INTERPRETATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the meaning and application of the emergency leave clauses in various bargaining unit's Master Agreements.

### **II. GENERAL STATEMENT OF POLICY**

- A. In accordance with the various Master Agreements, leaves of absence are granted for serious illness or death in the immediate family. Up to five (5) days have been granted for this purpose in any one year; these days are not accumulative.
- B. During the years that these articles have been in effect, many questions have been raised concerning the interpretation of serious illness in the immediate family. The word "serious" has been interpreted to mean illness that requires hospitalization. This interpretation was necessary to make it clear that the language did not pertain to employee absences when a child or relative within the approved definition of "immediate family" required home care but not hospitalization, and that the School Board and administration never intended to cover home care of members of the immediate family. Such care is the responsibility of the employee, not the School District. The Board recognizes, however, that it may be necessary to excuse the employee from work, but such absences are to be granted with loss of the substitute's pay.

### **III. INTERPRETATIONS**

- A. Serious illness of a member of the immediate family may, on occasion, require emergency medical care (see Item 2 below) that necessitates the employee to be absent from school. One day of the total of five may be used for this purpose.
- B. The following interpretations will be used to determine application of the Master Agreement language governing leaves of absence for serious illness in the immediate family:

1. The absence of an employee for serious illness involving hospitalization of the member of the immediate family is approvable with no loss of pay. The hospitalization of a healthy mother and baby following childbirth does not qualify for emergency leave use.
2. Absence of an employee for serious illness of a member of the immediate family that involves a visit to the clinic or a doctor's office or a home call, will be approvable for up to one day.
3. Absence caused by serious illness of a member of the immediate family of the employee that involves care in the home will be approved with the loss of substitute pay. Total accumulation for each year shall not exceed five days; full deduction of pay shall be made for all days beyond the five days.

<b><i>Cross References:</i></b>	Article XIII	Teachers' Master Agreement
	Article X, Section 2	Secretaries' Master Agreement
	Article VII, Section 2	MSEA Master Agreement
	Article X, Section 2	Food Service Workers' Master Agreement
	Article IX, Section 2	Custodial and Maintenance Workers' Master Agreement
	Article VII, Section 2	Principals' Master Agreement