

PERSONNEL

Emergency Absences: ~~Instructional Employees~~

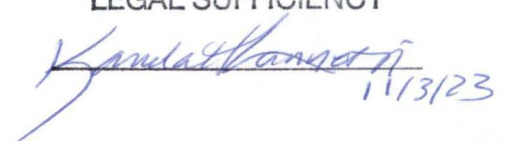
When ~~an instructional an~~ employee must arrive late or leave ~~school the work site~~ in response to an emergency situation (personal or family), ~~the procedures in this Regulation will be followed for covering the employee's duties and for work time accounting shall apply. The employee must obtain~~ prior approval from the appropriate building administrator ~~must be obtained~~ when feasible ~~under the circumstances~~. If an employee cannot reasonably contact the building administrator before arriving late or leaving early, the employee will inform the building administrator as soon as possible after the emergency.

~~The employee will be charged applicable leave for the absence. In lieu of leave, at the administration's discretion, the employees' work hours can be adjusted within the workweek to meet the employees' needs. With approval by the building administrator or designee, the absence may be at the employee's election in the following manner:~~

- ~~A. — Charged against sick leave (if the absence is due to personal or family illness) or Personal Reasons leave; or~~
- ~~B. Made up by reporting to work early or staying late (if no substitute is required.)~~

Approved by School Board: February 16, 1993
Revised by Superintendent: December 13, 2002
Revised by Superintendent: November 29, 2017
Revised by Superintendent:

APPROVED AS TO
LEGAL SUFFICIENCY



1/13/23