

## **DDBG: Emergency Leave**

The amount of paid emergency leave available to instructional staff is covered by the negotiated agreement. The amount of paid emergency leave available to classified staff is covered by board regulations.

Emergency leave may be granted by the supervising principal or Superintendent in the event of emergency situation involving an employee or employee's immediate family member (i.e. employees' spouse, child, child's spouse, step-child, grandchild, parents, spouse's parents, grandparents, or siblings). Emergency situations include, but are not limited to: funerals, accidents, manmade or natural disasters (i.e. House flooding or fire), surgery of immediate family member.

Emergency leave shall be paid at the regular rate of pay earned by the employee at the time such leave is taken. Emergency leave is noncumulative, meaning that it shall not be carried over from year to year.

The Superintendent may develop regulations to administer this policy.

The Superintendent is authorized to grant extended emergency leave without pay after all applicable paid leave has been used. Such leave shall be granted on a case basis and only for emergency situations as defined above.