

EAST
STROUDSBURG
AREA
SCHOOL DISTRICT

SECTION: ~~ADMINISTRATIVE~~
EMPLOYEES

TITLE: LEAVES for SHORT-TERM
ABSENCE for EXTREME
EMERGENCIES/DAYS
WITHOUT PAY

ADOPTED: February 27, 2007

	<p>336.1 LEAVES for SHORT-TERM ABSENCE for EXTREME EMERGENCIES/DAYS WITHOUT PAY</p>
	<p>Leaves of absence of a short-term nature for reasons other than for an employee’s illness or that of the employee’s immediate family member will not be granted except under an “Extreme Emergency”. Short-term absence will consist of ten (10) days or less in length. These leaves can be requested only after all appropriate paid sick leave, personal and/or vacation days have been utilized and the following procedure has been followed:</p> <ol style="list-style-type: none"> 1. The employee must request the day in writing for pre-approval at least fifteen (15) days in advance directly from the Superintendent or his/her designee. 2. The request must include the date(s) being requested and the extreme circumstances necessitating the leave with enough details to describe why consideration is needed for the employee to be absent from their assignment. 3. If the “Extreme Emergency” is immediate and the employee is unable to request the day(s) in writing, the employee must contact the Superintendent’s or his/her designee’s office by telephone and receive verbal approval for the request. The verbal request must then be followed by a written document as above describing the reason for the request and listing the date(s) of the requested leave. <p>All approved days will be without pay <u>shall be granted to employees in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</u></p> <p>A reason for which an employee might be released for a day without pay would be a subpoena or a court order from a judge or law enforcement agency to appear in court for personal reasons.</p> <p>Vacation, travel plans, and/or personal matters, such as graduations, weddings, etc., will not be approved as an “Extreme Emergency” day.</p> <p>Any employee who violates these procedures and/or takes a day off without approval may be subject to discipline and/or the dismissal process.</p> <p>The Board has the right to waive or alter any parts of the above policy depending on the circumstances.</p>

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