

**EAST
STROUDSBURG
AREA
SCHOOL DISTRICT**

SECTION: PROFESSIONAL EMPLOYEES
TITLE: LEAVES for SHORT-TERM ABSENCE for EXTREME EMERGENCIES/DAYS w/o PAY
ADOPTED: February 27, 2007

	<p>436.1 LEAVES for SHORT-TERM ABSENCE for EXTREME EMERGENCIES/DAYS w/o 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 10 days or less in length. These leaves can be requested only after all appropriate paid leave and personal days have been utilized and the following procedure has been followed:</p> <p>The employee must request the day in writing for pre-approval 15 days in advance directly from the Superintendent or his/her designee. 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.</p> <p>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> <p>All approved days will be without pay.</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>Vacations/travel plans, 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 of School Education has the right to waive or alter any parts of the above policy depending on the circumstances.</p> <p>The language of any applicable collective bargaining agreement then in effect will prevail over any policy provisions where the two are in direct conflict.</p>