

PROCEDURES FOR IMPLEMENTING BOARD POLICY: EMERGENCY/PERSONAL 6380
LEAVE FOR EDUCATIONAL SUPPORT PERSONNEL

1. ~~Educational support personnel may make application for emergency/personal leave by submitting an electronic request to their supervisor.~~
2. ~~The supervisor will take action on the electronic application for emergency/personal leave. Approved requests will be added to the employee emergency/personal leave record. In the event that requests for emergency/personal leave cannot be submitted electronically, the employee should personally contact their immediate supervisor.~~

~~Adopted: November 7, 1974~~
~~Revised: September 25, 2000~~
~~Revised: September 9, 2013~~