

**EMERGENCY/PERSONAL BUSINESS LEAVE
(REGULATIONS)**

The board of education shall provide for a minimum of three days for emergency/personal business leave for teachers and support personnel. Such leave shall be limited to emergency/personal business matters that cannot be conducted before or after school hours or on weekends. Emergency/personal business leave is noncumulative.

Requests for personal business leave shall be made in writing and in advance when possible. If advance request for emergency or personal business leave is not possible, the written request shall be filed within one day after returning to work. The request shall include a signed statement that the leave was not used for personal entertainment, recreation, gainful employment, or to seek another position. The request shall be considered by the campus director and superintendent who shall approve or disapprove.

The types of situations that may qualify for emergency/personal business leave are varied. The following examples serve only as guidelines:

1. Family illness other than immediate family
2. Emergency business transactions
 - A. Loan closings
 - B. Other banking matters
 - C. IRS reviews
3. Legal Matters
 - A. Meetings with an attorney for personal, spouse, or children's business
 - B. Court appearances
 - C. Settling of estates
4. Miscellaneous
 - A. Attend business convention with spouse
 - B. Military obligations
 - C. Attendance at a school activity if son or daughter is participating
 - D. Attending funerals

The following examples are types of absences that will NOT be approved for emergency/personal business leave:

1. Pleasure trips or vacations

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2. Attending school activities or sporting events when son or daughter is not competing
3. Seeking other employment
4. Participating in political or social activities
5. Performing any service for compensation

The superintendent has the authority to approve short-term leave (defined as less than five days) without pay in emergency situations deemed to warrant such action. Employee requests for such leave must be in writing and must reach the level beyond a convenience need.

REFERENCE: 70 O.S. §6-104
70 O.S. §6-104.7
Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

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