

Emergency Leave

In the event of an emergency where the employee is unable to complete the standard procedures for requesting leave, the employee must immediately contact the immediate supervisor or the appropriate supervisory chain of command to request that his/her leave be used. During periods of incapacitation, a designee, to include an immediate family member or a person having unusually strong personal ties to the employee, may request leave on the employee's behalf.

Emergency leave with pay is not available to Schedule D personnel beyond the five (5) personal leave days. Leave for emergency reasons may be granted without pay for up to a maximum of one year on written recommendation by the President and approval by the Chancellor. The tenure status of persons on emergency leave without pay will not be affected. I

n situations where annual and sick leave have been exhausted a maximum of three (3) days of emergency leave with pay may be granted to A, B, C, and E employees during any fiscal year if, in the judgment of the President, it is essential that the employee be absent. Emergency leave with pay is noncumulative.

Leave for emergency reasons may be granted, without pay, for up to maximum of one year upon written recommendation by the President and approval by the Chancellor. The tenure status of persons on emergency leave will not be affected.