

EMERGENCY LEAVE

Purpose:

To establish guidelines for paid leave of absence for critical situations such as the serious illness or injury of a member of one's immediate family, or in the event of any other serious situation deemed as an emergency by the Chief and/or Assistant Chief or on-duty supervisor.

Scope:

This policy applies to all full-time personnel who have completed six months of employment.

Policy:

In the event of a serious illness or injury of a member of an employee's immediate family, or in the case of other serious emergency situations, an employee may be granted up to 24 hours of paid leave. This paid leave time will be deducted from the employee's sick leave accrual.

Definition:

For purposes of this policy, "immediate family" will include spouse, father, father-in-law, mother, mother-in-law, step-parent, brother, sister, child, step-child, grandparent, grandchild, or dependent adult or child for whom the employee is the legal guardian.

Guidelines:

The following guidelines will apply to emergency leave situations:

- A. Emergency Leave will be charged against any accrued sick leave.
- B. The employee's immediate supervisor and either the Chief and/or Assistant Chief must approve all Emergency Leave.
- C. The Emergency Leave may be paid for up to three days, but not to exceed 24 hours and shall be paid at straight time in place of regularly scheduled hours worked.
- D. Emergency Leave pay will be counted as "hours worked" for purposes of calculating overtime and is to be used in accordance with section C.
- E. Emergency Leave may be extended with or without pay with prior approval by the Chief and/or Assistant Chief.