

## **POLICY STATEMENT AND REGULATIONS**

**Number: 800.19**

### **EXEMPT STAFF LEAVE**

Circumstances may materialize requiring staff to be away from their duties for reasons other than illness, injury or vacation.

1. Temporary leaves of absence with pay may be granted to permanent staff, upon approval of their Supervisor, for the following circumstances:
  - a) Critical illness or death in the immediate family or spouse's immediate family – 3 days; additional days for travel may be granted by the C.A.O. Immediate family includes spouse, child, step-child, parents, guardian, brother, sister, parent-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, step-parent, foster parent, foster child, aunt, uncle, niece, nephew, and fiancée, son in law, daughter in-law sister in law and brother in-law; An additional 2 days with pay will be granted in the event of the death of an employee spouse or child
  - b) Birth or adoption of a child - 2 days.
  - c) Subpoenaed witness or jury duty provided a witness fee is paid to the District.
2. The C.A.O. may grant other compassionate leaves of absence with pay at his discretion.
3. Leaves of absence without pay for up to four (4) weeks may be granted by the CAO.
4. No request for leaves of absence without pay will be considered until all banked time and vacation has been taken.

Adopted: November 10, 2014