

[GCCAB](#) - EMERGENCY DISASTER LEAVE POLICY

Category O

An employee may be granted a Leave of Absence for a Natural Disaster with pay, a maximum of five days per fiscal year, if the employee or his/her immediate family is directly affected by a declared natural disaster.

For purposes of this policy, a "natural disaster" means a tornado, hurricane, flood, fire, earthquake, or similar event. "Immediate family" shall include spouse, parents, grandparents, children, grandchildren or siblings. "Directly affected" shall mean personal injury or substantial loss of personal property as a result of the natural disaster.

Advance approval by the Superintendent is required for such leave. An eligible employee may file an application for natural disaster leave with the Superintendent. The application must include documentation to support the employee's eligibility for leave under this Policy. A determination of eligibility lies solely within the discretion of the Superintendent. The Superintendent may approve extensions of this leave and may allow the employee to use accrued sick leave or unpaid leave for the time granted for the extension.

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