

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7410.2

FOR POLICY NUMBER: BP – 7410

EMERGENCY LEAVE

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for employee emergency leave.

2. DEFINITIONS

- 2.1 Emergency leave- leave that is intended for emergency situations, which is not covered by other leave for eligible employees.
- 2.2 Immediate family- an employee's spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law, aunts, uncles, nieces, and nephews. Adopted, half, and step members are also considered immediate family members.

3. PROCEDURE

- 3.1 Emergency leave may be granted with pay under the following conditions:
 - 3.1.1 The situation must meet one of the following criteria:
 - 3.1.1.1 Critical illness or death of an immediate family member as defined above.
 - 3.1.1.2 Illness of children, spouse or parent of the employee, which requires the employee to be present.
 - 3.1.1.3 Illness of minor children or doctors' appointments of immediate family which requires the presence of the employee.
 - 3.1.1.4 Absence because of an emergency health-related matter or a catastrophic event in the immediate family of the employee, if the circumstances permit and if the matter or event is judged as such by those whose approval is required.
 - 3.1.2 Emergency Leave for items 3.1.1.1, 3.1.1.2, 3.1.1.3, and 3.1.1.4 above shall be limited to three (3) days per incident but may be extended up to ten (10) days in justified situations as defined in 3.1.3. Emergency leave taken up to three (3) days must have the approval of the immediate supervisor(s) and be recorded on

the required electronic reporting system (monthly leave report or bi-weekly timesheet). Emergency leave is noncumulative and therefore does not accrue.

3.1.3 Emergency leave may be extended up to ten (10) days in extreme situations. The employee requesting emergency leave should notify their immediate supervisor of the additional days needed. The immediate supervisor may then email a recommendation for additional days to the division Vice President and Associate Vice President of Human Resources for approval. Requests will be reviewed on a case by case basis taking into consideration individual circumstances. If additional days are granted, the employee will record those emergency leave days used on the required electronic reporting system (monthly leave report or bi-weekly timesheet).

3.1.4 Annual leave may be requested and used once emergency leave is exhausted after the three (3) continuous days or after an approved extended emergency leave event.

3.2 Once approved paid emergency leave has been exhausted, additional unpaid emergency leave may be approved by the immediate supervisor(s), the division Vice President and the Associate Vice President of Human Resources:

3.2.1 Qualifying situations shall be approved for unpaid time off in accordance with the Family Medical Leave Act (FMLA).

3.3 As an alternative to taking unpaid leave for emergency situations, the employee and their supervisor may agree to a plan which allows the employee to make up the time missed with such duties assigned by the immediate supervisor. In such instances, the employee would not be required to take unpaid leave. For non-exempt employees, time must be made up within the same work week as to avoid entitlement to overtime pay or compensatory time off under any state or federal law.

4. APPLICABILITY

N/A

ISSUE DATE: 03/27/2019

EFFECTIVE DATE: 03/27/2019

REVISION DATE(S): 06/09/1977 (item #1657); 05/09/1996 (item #7601); 03/13/1997 (item #7957); 02/18/1999 (item #8457); 06/10/1999 (item #8527); 12/13/2001 (item #9039); 09/01/2014; 02/25/2015; 03/27/2019

PRIOR POLICY/PROCEDURE NUMBER: 4161.a; AP-7430.0

SCHEDULE FOR REVIEW: 2024

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP-7410.0; AP-7410.1; AP-7410.3; AP-7410.4; AP-7410.5; AP-7410.6; AP-7410.7; AP-7410.8; AP-7410.9

PROCEDURE KEY WORDS: emergency leave