

**SECTION 7. LEAVES AND ABSENCES**

**7.3 EMERGENCY LEAVE**

IN THE EVENT OF A LIFE THREATENING ILLNESS OR DEATH IN THE EMPLOYEE'S IMMEDIATE FAMILY, EMPLOYEES SHALL BE ALLOWED UP TO THREE (3) DAYS LEAVE WITH PAY AND UP TO TWO OCCURRENCES PER FISCAL YEAR. FOR PURPOSES OF THIS POLICY, IMMEDIATE FAMILY SHALL INCLUDE THE EMPLOYEE'S SPOUSE, CHILD, PARENT, GRANDPARENT, GRANDCHILD, BROTHER, SISTER, FATHER-IN-LAW, MOTHER-IN-LAW, BROTHER-IN-LAW OR SISTER-IN-LAW.

ANY USE OF THIS LEAVE MUST BE APPROVED BY THE DEPARTMENT HEAD AND WILL DEPEND ON WORK RELATED CIRCUMSTANCES.

**ADDITIONAL LEAVE**

IF LEAVE IS NEEDED BEYOND THE LIMITS SET IN THIS POLICY, IT MAY BE CHARGED TO AVAILABLE VACATION, PERSONAL LEAVE, OR COMPENSATORY TIME OR TO LEAVE WITHOUT PAY.

THE REQUEST WILL BE APPROVED IN ADVANCE BY THE DEPARTMENT HEAD AND THE TERMS OF AND REASONS FOR THE LEAVE WILL BE DOCUMENTED AND FILED IN THE EMPLOYEE'S PERSONNEL FILE.

**ELIGIBILITY**

BENEFITS BECOME AVAILABLE AFTER SIX MONTHS OF COUNTY EMPLOYMENT.

Revised: 5-28-13