

# Silver Falls School District 4J

Code: **GDBDD**  
Adopted: 5/9/89-E  
Readopted: 9/8/97; 6/7/99

## **Classified Staff: Leaves of Absence - Emergency**

Short-term paid leave will be granted to an employee to handle serious and unforeseen circumstances that call for immediate action. Insofar as practical, a request stating reasons for the leave is to be given in writing 24 hours before the leave. Requests shall be directed to the building principal for his/her recommendation and forwarded expeditiously to the superintendent for final approval.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.507](#)