**Policy E.7 (Formerly 1700)**

**Policy Subject:** EMERGENCY COMMUNITY SERVICE LEAVE

**Date Passed:** October 1999

**Date Approved:** November, 1999

**Date Amended:** NA

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**PROCEDURE**

1. An employee who may occasionally be "on call"• in a community service shall inform his/her supervisor of this fact.

2. The employee and location supervisor will attempt to establish a procedure that will retain adequate supervision of students and safety of employees.

3. When a procedure, satisfactory to the supervisor, has been established the supervisor is empowered to authorize the emergency leave.

4. A leave form will be filed.