

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 5.301

Emergency and Legal Leave

Emergency Leave for Support Personnel

A maximum of three emergency leave days per school year may be used. All emergency leave requests must be approved by the employee's supervisor prior to use. Emergency leave does not accrue and will not be paid out upon separation from employment.

Support personnel may not use emergency leave during the final two weeks of a resignation notice period. Employees who require time off during the final two weeks of their resignation notice must use accrued vacation or sick leave, as applicable.