

Staff Emergency Response Leave

The Board shall allow and encourage staff members to belong to and participate in emergency-related organizations. In order for an employee to be granted emergency response leave (ERL), the following shall serve as guidelines:

1. The employee shall belong to a recognized emergency organization such as but not limited to the Dolores Fire Protection District.
2. The employee shall notify the building principal in writing at the beginning of each school year (or two weeks prior to any leave for new emergency organization members) of participation in such an organization.
3. A staff member on ERL who is gone for one or more days at one time shall develop and have in place adequate lesson plans approved by the principal for the length of the emergency.
4. A staff member on ERL who leaves the school for short periods of time during the school day (fire calls, etc.), shall make arrangements with other staff members to teach his/her classes during the time he is gone. The employee shall file with the principal the names of teachers who will cover classes for different times of the day.
5. Only two employees belonging to the same rescue agency and teaching in the same level (K-5, 6-8, 9-12) may be gone during any one emergency. If there is a shortage of substitutes or substitutes, or if substitutes are unavailable.
6. Upon approval of the superintendent , a rotation plan shall be developed and distributed to all administrators if more than two volunteers per agency are employed by the district.

Adopted: April 21, 1992

Revised: November 2000, May 12, 2025

CROSS REF.: GDCH, Support Staff Emergency Response Leave