

OCCC EMERGENCY LEAVE POLICY

Emergency Leave

Emergency Leave for the Death of a Family Member

Employees may be eligible for emergency leave due to a death in the family. The death of the employee's spouse, the employee's or spouse's parents, brothers, sisters, grandparents, grandchildren, and children may constitute adequate need.

Requests for emergency leave due to death should be submitted first to the respective supervisor, who will forward any recommendation to the Commissioner for approval. Each request is reviewed on a case-by-case basis. The agency may grant one day of emergency leave due to death. In extenuating circumstances, the agency may grant additional emergency leave as appropriate. Contact Human Resources for information on appropriate remarks and notations for time sheets and time summaries.

Emergency Leave under other Circumstances

The Commissioner may grant emergency leave for reasons other than death for good cause. The granting of such leave is at the sole discretion of the Commissioner and is granted only if it is determined to be in the best interest of the state and the OCCC.

The Commissioner may grant emergency leave for:

- Weather closings;
- Observance of a holiday;
- Voting (up to one hour per election);
- A veteran to obtain medical or mental health care administered by the Veterans Health
- Administration of the United States Department of Veterans Affairs, including physical rehabilitation (not to exceed 15 days each fiscal year*); or
- Relief to a victim, subject, or witness to, an act or event that is subject to investigation by the agency.

*On a case-by-case need basis, the Commissioner may grant additional days of leave.