

## **SAMPLE: Emergency Leave Policy**

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

If a staff member experiences unexpected emergencies (e.g., providing for the needs of an immediate family member who is ill or securing one's home after a flood) that prevent her/him from reporting to work, they may, after advising the Division Director, use a maximum of three accumulated sick leave days per year for this purpose.