



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
JAPAN

SOP #1

Unit 5072 APO AP 96328-5072

PACIFIC

May 30, 2003

MEMORANDUM TO ALL SCHOOLS

SUBJECT: Emergency Leave

In the event an educator or other employee in the Japan District must go on Emergency Leave, the following procedures will be followed:

1. The employee must ensure that the principal or his/her designee receives notification from a Red Cross office (or an appropriate statement from the attending physician) prior to travel. If for some reason, this is not possible, the employee will either fax the necessary documentation from the location where emergency leave is being taken or hand carry it when employee returns to duty.
2. In the event the employee elects to travel commercially, he/she will make all personal transportation arrangements.
3. If the employee elects to travel via Military Airlift Command, he/she will receive travel orders from the school secretary. The principal will notify the secretary to prepare the travel orders and to assist with reservations if necessary. If this occurs during a weekend, another administrator within the complex, may assist in this process if the principal is not available.
4. While at the emergency leave location, the employee should inform the principal of the intended length of stay.
5. Typically, sick is used for emergency leave unless the employee has not accumulated enough of this type of leave to cover the emergency. If not, Leave Without Pay (LWOP) can be requested.

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Bruce Derr

Superintendent, Japan