

**POLICY & PROCEDURES MANUAL**

**WAYLAND BAPTIST UNIVERSITY**

**Classification Number: 2.5.8**

**Reviewed: August 14, 2017**

**SUBJECT: EMERGENCY LEAVE OF ABSENCE**

The president of Wayland Baptist University, or the president's designee, is authorized to approve emergency leaves of absence.

All regular employees of the university are entitled to emergency leave of absence with pay under conditions described below. For the purpose of this policy, a regular employee is defined as one who is