

SMYRNA SCHOOL DISTRICT

POLICY

/Section:	4000 Personnel	Office Responsible:	Human Resources
Policy:	4102 Volunteer Emergency Service		
Related Policies:			

I. Purpose

The Smyrna School District encourages its employees to become involved in their communities, lending their voluntary support to organizations that positively impact the quality of life within the community.

II. Authority

Delaware Code, Title 19 §1800 Leave for Volunteer Emergency Duty

III. Definitions

Volunteer – An individual who is an active volunteer firefighter and/or active auxiliary members, including: firefighters, emergency medical technician, ambulance drivers, attendants, first responders, and auxiliary public safety officials.

Eligible Employee – a benefit-eligible full-time or part-time employee who has been employed with the district for at least six (6) months who has no documented performance and/or attendance concerns.

IV. Policy

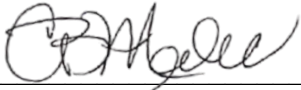
- A. The Smyrna School District allows district employees who are active, bona fide volunteer firefighters or active auxiliary members when needed to respond to an emergency call.
- B. Eligible employees may take a maximum of 20 hours of paid leave per calendar year.
- C. Employees must make their supervisors aware of their commitment as a volunteer for emergency duty upon employment, or as soon as the commitment is made.
- D. Employees must notify their immediate supervisor or designee before leaving during a scheduled workday.
- E. The employee shall provide the supervisor with official documentation, from the volunteer agency manager or chief, verifying they were actively assisting in an emergency during work hours.
- F. District provided vehicles shall not be used when reporting for active volunteer duty.

SMYRNA SCHOOL DISTRICT

POLICY

- G. If the emergency leave conflicts with the district needs, the supervisor may deny the leave based on operational needs.
- H. Supervisors may determine that it is not possible to release certain employees under this policy, such as employees in direct care of students or public safety positions, due to staffing requirements.
- I. Violations of this policy may be subject to discipline, up to and including dismissal pursuant to the standards set forth in any applicable collective bargaining agreements, or other relevant laws, rules, or policies.

Board Approval Acknowledged by:



Christine Malec, President
Smyrna School District Board of Education

Policy Actions

Adopted: 01/15/2025

Revised: 03/19/2025