



# CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258  
Uliga Campus  
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931  
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# CMI POLICY NO. 400 - 7.10

## Emergency Leave

Status: Active  
Effective Date: March 18, 2024  
Approval Date: March 18, 2024

<p><b>1. Policy Statement</b></p>	<p>The College recognizes the diversity and the geographical challenges when it comes to attending to unexpected family illness or death. This policy is designed for employees needing leave of absence to enlisted conditions are located away from the main location of designated duty.</p>
<p><b>2. Purpose for the Policy</b></p>	<p>The purpose of this policy is to recognize that in the instance where an eligible family member becomes ill or passes off island, the employee has additional days to account for traveling to the destination, by providing additional paid days off. It further clarifies the supporting document needed for administering this leave. The revision also includes other locations, not restricting to Majuro, with the College now expanding and having presence outside of Majuro.</p>
<p><b>3. Definitions</b></p>	
<p>4. <i>Statements of Elaboration of Policy.</i></p>	<p><b>The CMI Centers are now accounted for in this policy ensuring inclusivity. It also clarifies the type of supporting document is needed. It will now read as follows:</b></p> <p><b>7.10 Emergency Leave</b></p> <p>7.10.1 Purpose. To establish guidelines for paid leave of absence for critical situations such as the serious illness or injury of a member of an eligible employee's family not residing in Majuro Atoll. Employees whose main assigned</p>



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	<p>campus or location is in the CMI Centers or ‘centers’ the residing location refers to any other places other than the island to which an employee is assigned to.</p> <p>7.10.2 Parameters and Limitations.</p> <ol style="list-style-type: none"> <li>a. Emergency Leave is intended to apply only in the case of death in the family of a full time, permanent employee or comparable family emergency, where the deceased family member does not reside on Majuro atoll or the island designated as primary location of duty.</li> <li>b. Family member is defined as employee’s parent (including Marshallese common law parent), spouse, domestic partner, child, grandparent, grandchild, sister, brother, stepbrother, stepsister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepchild, stepparent.</li> <li>c. A comparable family emergency is defined as a severe or life threatening illness or injury to a domestic partner or family member.</li> <li>d. Such leave, with pay, may be granted to an employee by the Human Resources Director, in consultation with the employee’s supervisor or other principal administrative officer in charge, provided the regular duties of the person concerned are assumed by other employees without additional expense to the College. Up to ten (10) days of leave shall be granted for each emergency and may be extended with authorization by the President or his or her designee.</li> <li>e. A copy of a death certificate or medical summary indicating the illness or injury to be serious is needed as supporting documentation.</li> </ol>
<p><b>i. Cross References to Related Policies</b></p>	<p>7.6 Family Leave 7.9 Bereavement Leave</p>



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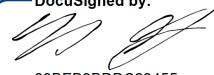
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	7.11 Family or Community Service Leave
<b>5. Responsible Officer</b>	Director Human Resources
<b>6. Key Offices to Contact Regarding the Policy and its Implementation</b>	Human Resources Department
<b>7. Links to Procedures or Forms</b>	Form is on EWS
<b>8. Date of Initial Policy</b>	2007
<b>9. Date(s) of Any Revisions</b>	

President's Signature

DocuSigned by:  
  
 8025B3BDDC23455...

**March 18, 2024**

**Dr Elizabeth Switaj**

**Date**