



Emergency Leave Request Form

To:	Dr. Danna Diaz, Superintendent	
Employee Name:		
School/Building:		
Date(s) of Emergency: <i>(Please list one line per day.)</i>	Date	# Hours
	Day 1:	
	Day 2:	
	Day 3:	
	Day 4:	
	Day 5:	
Date Submitted:		
Description of Emergency <i>(See page 2 for qualifications.)</i>		

Signature of Employee

Date

SUPERINTENDENT REVIEW	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Signature of Superintendent	_____ Date

The excerpt below is from the 2016-17 SJIEA CBA.

B. Emergency Leave:

1. Emergency Leave shall be granted from an employee's accumulated sick leave for emergencies as defined in the following:

- a. The problems must have been suddenly precipitated or must be of such nature that preplanning could not relieve the necessity for the absence.
- b. The problem must be one of major importance and not a mere convenience.

2. Applications requesting consideration for an absence under Emergency Leave shall be made on forms available in each school office and addressed to the Superintendent of Schools. A completed form for Emergency Leave shall be submitted to the Superintendent within five (5) days after the return to duty. The Superintendent shall notify the employee of the determination within five (5) days of receipt of application.

The application shall disclose the general purpose for the leave request in sufficient terms to establish compliance with the criteria contained in Section B 1(a) and 1(b) above. Requests meeting said criteria shall be approved.

3. It is not the intent of this Emergency Leave section to provide or expand upon or to add to vacations, weekends, or other types of leaves because of transportation problems that preplanning could reasonably have prevented.

The excerpt below is from the 2016-17 PSE CBA.

Section 7.1.2. Emergency Leave.

Section 7.1.2.1.

Emergency leave shall be granted according to the following conditions.

- A. The problem must have been suddenly precipitated or must be of such a nature that preplanning could not relieve the necessity for the absence.
- B. The problem must be one of major importance and not a mere convenience.

Section 7.1.2.2.

Emergency Leave requests shall be made on forms available in each school office and addressed to the Superintendent of Schools. The request shall disclose the general purpose for the leave in sufficient terms to establish compliance with the conditions noted in Section 7.1.2.1. A completed request shall be submitted to the Superintendent as soon as

possible after the employee discovers the need for the leave. The Superintendent shall notify the employee of the determination within five (5) days of receipt of the application.