

## UNAVOIDABLE LEAVE/EMERGENCY LEAVE

Today's Date \_\_\_\_\_

Name of Employee \_\_\_\_\_ School/Office \_\_\_\_\_

Type of Emergency (Detailed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested by \_\_\_\_\_

Signature of Employee

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### DENIED

### APPROVED

\_\_\_\_\_  
Principal / Supervisor Signature

\_\_\_\_\_  
Principal / Supervisor Signature

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Superintendent Signature

Fund Source: \_\_\_\_\_

This leave cannot be used to offset excessive leave time in other areas. Determination as to "unavoidable" is subject to final approval when reported. Examples of Unavoidable Leave would be: Tornado damage, home fire, etc. necessitating the employee's attention. If the requested leave is for weather related emergency please give details of road closures (name, number, alternate routes etc.)