

420 Washington Ave.
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SummitESC.org



EMERGENCY LEAVE REQUEST FORM

(Policy #3436 Certified / #4436 Classified)

USE OF EMERGENCY LEAVE: *Three emergency leave days may be used per school year for full time staff (depending on the number of work days in your contract). This form must be completed and submitted to the County Superintendent. When use is anticipated, this form should be submitted to the superintendent in advance. If an emergency will not allow advance notification, this form should be completed and submitted immediately. Emergency days may not be used in lieu of sick leave, vacation leave, recreation or to extend a legal holiday, vacation or sick leave. Emergency leave is not cumulative.*

Name _____ Date _____

Number of emergency leave days taken within the current fiscal school year _____

Date of requested leave _____

Reason for request

Employee signature

Immediate Supervisor signature

For Administrative Use Only

Approved _____ Denied _____

Reason _____

Summit ESC Superintendent Signature _____

Date _____

Rev. 9/16