

420 Washington Ave.  
Cuyahoga Falls, OH 44221  
330.945.5600  
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 superintendent for approval. 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 upon return to work. 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. 2/18