

PERSONNEL

Certified Personnel

[NEW] 03.1236 AP.1

Emergency Leave Verification Form

Procedures: *Prior to the absence, unless prevented by the emergency, complete this form as your affidavit that the absence was for the reason as noted. Provide the completed form to your administrative supervisor for review.*

Reason for Emergency Leave

Board policy 03.1236 identifies the only reasons for the use of “Emergency Leave” and they are:

1. Bereavement – Death of a relative or personal friend.
2. Disasters - Personal disasters of the magnitude of tornados, fires, flood, etc.
This applies only in cases not covered by sick leave.
3. Court/Legal – Appearances as a witness or to produce documents when the employee’s presence is required by subpoena. This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty. (see policy 03.1237)

Explain how your emergency fits into one of the three [3] reasons allowed by Board policy:

Date[s] absent due to emergency: _____

employee’s signature

date signed

work location

administrator’s signature

date signed

File: The completed form shall be provided to payroll department, central office, and maintained on file for three [3] years.