

**NEBO SCHOOL DISTRICT**

**Emergency Leave Application**

Benefited part-time employees who have exhausted their PTO and 5 days of leave without pay or non-benefited employees who have exhausted 10 days of leave without pay in one contract term/school year will need to apply for emergency leave through the Human Resources Department. One day of unpaid time off is equal to the number of hours per day for which the employee was hired in that position. Emergency leave is granted at the discretion of the Director of Human Resources.

**Employee Information**

Name \_\_\_\_\_ Employee Number: \_\_\_\_\_

Position: \_\_\_\_\_ Department/School: \_\_\_\_\_

Total Years in Nebo: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

**Prior Leave**

Total number of leave days taken to date during this contract term/school year: \_\_\_\_\_

**Emergency Leave**

Date(s) of Emergency Leave Requested: \_\_\_\_\_

Please indicate the reason you're requesting emergency leave:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature Date

**Administrator Acknowledgement**

\_\_\_\_\_  
Administrator's Signature Date

**Human Resources Department**

Decision: \_\_\_\_\_

\_\_\_\_\_  
HR Director Signature Date