

**NEBO SCHOOL DISTRICT**

# Emergency Leave Application

Non-benefited employees who have exhausted 10 days of leave without pay in one contract term/school year and need emergency leave must apply with 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: \_\_\_\_\_

**Prior Leave**

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

**Emergency Leave**

Please indicate the reason you need emergency leave:

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

**Administrator Acknowledgement**

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

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

**Human Resources Department**

Approved  Denied

\_\_\_\_\_  
Approved By Date