

ST. LOUIS PARK PUBLIC SCHOOLS
St. Louis Park, Minnesota
REQUEST FOR EMERGENCY/PERSONAL DAY LEAVE

Please complete all information below

Whenever possible, submit this request to the Director of Human Resources at least two (2) days prior to the requested leave date(s). If an unexpected emergency makes it impossible to submit a written request in advance, an oral request shall be submitted to the Director of Human Resources and then confirmed in writing immediately upon the return of the employee. Please check your individual contracts for leave provisions.

Name _____ Date _____

Date(s) of requested absence _____

_____ Personal Leave _____ Emergency Leave

_____ Principal or Supervisor approval required to verify number absent from building

Reason **required** if requesting emergency leave _____

Building

Employee's Signature

Note: You will receive a white copy of this request in the return mail

Your request for emergency _____ personal leave _____ for _____
Date (s)

_____ Approved _____ Not approved

Comment: _____

Director of Human Resources

Date

In order to obtain a substitute for an absence caused by an emergency or personal day, teachers should call the reserve teacher answering machine and clerical employees should obtain their own sub and notify their responsible administrator.