



EMERGENCY/BUSINESS LEAVE

I, _____ request emergency/business leave for a:
(please print name)

_____ Full Day

_____ Half Day: _____ AM _____ PM

on _____, _____,
(Day) (Date)

for a personal emergency, commercial business transaction, religious observance, or legal obligation which cannot be transacted outside of regular school hours.

Requested by: _____ Date: _____
(Employee)

Submitted by: _____ Date: _____
(Supervisor)

Approved by: _____ Date: _____
(Executive Director)

8/2008