

**CERTIFIED EMERGENCY AND PERSONAL  
BUSINESS LEAVE APPLICATION  
BEAVERTON SCHOOL DISTRICT #48**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Number of Days: \_\_\_\_\_ School: \_\_\_\_\_ Position: \_\_\_\_\_

**EMERGENCY AND PERSONAL BUSINESS LEAVE-Definition**

**Please fill out the front of this form for Personal Business Leave and the back for  
Emergency Leave.**

A maximum of five (5) days, non-accumulative leave per year at regular pay, will be allowed for emergencies, critical illness or death of an immediate family member, personal business, child adoption or religious observances which would necessitate an employee's absence from work in accordance with the following provisions:

**CATEGORY OF LEAVE:** ( Please read carefully before completing application.)

**PERSONAL BUSINESS**

Examples of appropriate uses for personal business days include activities for which the employee has no control over the scheduling such as court appearances, graduations and weddings.

I have read, understand and have complied or will comply with the conditions below. I understand that my signature declares that the leave is necessary and could not be accomplished on other than working hours, and I will not be asked to provide an explanation of my absence by my site administrator.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Employee                      Date                      Signature of Principal                      Date

**PERSONAL BUSINESS CRITERIA**

- a. One (1) day of leave may be taken for personal business that could not be accomplished outside of working hours. Employees are asked to examine all other possibilities before applying for personal business leave.
- b. Personal business leave should not be used to extend regular vacations, weekends, or holiday periods.
- c. Employees should provide twenty-four (24) hours notice to the building principal or immediate supervisor prior to taking personal business leave.
- d. Additional days of personal business leave may be granted by the Administrator for Certified Personnel if justified as necessary by the employee.

**APPLICATION CRITERIA FOR EMERGENCY LEAVE**

- a. Prior to taking emergency or personal business leave, an employee shall make application for a specified length of time. The application shall be filed with the employee’s building principal or immediate supervisor.
- b. In case the nature of the emergency makes this impossible, the statement shall be filed immediately upon return to school.

Emergencies other than sickness or death are to be considered on presentation of sufficient evidence to establish the necessity of the employee’s absence.

**DEFINITION OF IMMEDIATE FAMILY**

Immediate family shall include spouse, same-sex domestic partner, children, parents, grandparents, brothers, sisters, parents of the spouse, or same-sex domestic partner, and those in loco parentis to the employee or employee’s spouse, or a member of the immediate household whose official residence is the same as that of the employee or for whom the employee is legally responsible.

**EMERGENCY** Reason for Leave: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee / Date

I have read or discussed the purpose/appropriateness of the leave request with the teacher and have checked this application for compliance with the negotiated agreement.

\_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_  
Signature of Principal/Supervisor

\_\_\_\_\_  
Date Submitted

**FAMILY ILLNESS/INJURY**

- a. In case of illness/injury of members of the immediate family where death is a distinct possibility, emergency leave will be granted for a maximum of five (5) days.
- b. An employee requesting leave due to illness/injury of members of his/her immediate family where, in his/her absence the family member would be left alone if the employee reported to work, the District will allow two (2) days of emergency leave per illness/injury.

**BEREAVEMENT**

In case of deaths and funerals of the immediate family members, emergency leave will be granted for a maximum of five (5) days. A maximum of two (2) days of emergency leave will be granted at funerals of persons other than members of the immediate family.

**RELIGIOUS OBSERVANCES**

Up to two (2) days of emergency leave for religious observances may be taken by an employee.

**ADOPTION**

Up to five (5) days of emergency leave may be taken to make arrangements for the placement of adopted children in the employee’s home.

**INCLEMENT WEATHER**

Absences caused by inclement weather and other such conditions when the employee is expected to be on the job are considered emergency leave.

**EMERGENCY LEAVE EXTENSION**

**EXTENSIONS**

After exhaustion of the emergency leave to which the employee is entitled, requests for up to an additional five (5) days of emergency leave will be considered for the critical illness or death of an immediate family member which would require a prolonged absence from work.

Reason for extension: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee  
\_\_\_\_\_ Approved

\_\_\_\_\_  
Signature of Supervisor  
\_\_\_\_\_ Disapproved

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Human Resources Administrator

\_\_\_\_\_  
Date Submitted

*Teacher Emergency and Personal Business Leave Application 11/06*

SEND: Personal Business/Emergency forms directly to Payroll  
Emergency Leave Extensions directly to Human Resource Department

**FOR PAYROLL ONLY**  
DAYS TAKEN \_\_\_\_\_

**REQUESTED DAYS ONLY** \_\_\_\_\_