

INDEPENDENT SCHOOL DISTRICT 196  
**EMERGENCY/PERSONAL LEAVE REQUEST**

In accordance with and subject to the provisions of Section 8.7 of the Working Agreement between School District 196 and the Dakota County United Educators, I hereby request Emergency/Personal Leave with pay.

**Requested by (print name):** \_\_\_\_\_ **Employee #:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  **Full-Time**  **Part-Time**  **Job share**

**DAYS REQUESTED:**

**Full Day**  **Half Day** (Note: check "Full Day" if you will miss more than half of your scheduled hours.)

Date(s): \_\_\_\_\_ Total Days: \_\_\_\_\_

**INELIGIBLE DAYS:** Unless taken for one of the reasons stated below, emergency/personal leave days cannot be taken during the first ten (10) student contact days, Mondays and Fridays during the last twenty-five (25) student contact days of the school year, the Tuesday following Memorial Day, the last two (2) student contact days, and all non-student contact days.

**\*ALLOWABLE REASONS:** Teachers shall be granted emergency/personal leave at any time for the following reasons:

- A. Property closing.
- B. Court appearances when a party to a court proceeding or witness in a court proceeding, except against School District 196.
- C. Emergency causing serious physical damage to property.
- D. Bereavement leave.
- E. Religious observance as required by the teacher's religious conviction, provided such requirement cannot be taken care of while school is not in session.
- F. Attendance at a wedding.
- G. Attendance at a graduation of teacher's (**check one**):  
 son  daughter  brother  sister  spouse  self  parent
- H. All leaves under Family Leaves (Section 8.6.4).
- I. Attendance at a school event of the teacher's child (pre-school through post-secondary). Such leave is limited to sixteen (16) hours per school year.
- J. Military duty and to attend military ceremonies for teacher's (**check one**):  
 son  daughter  brother  sister  spouse  self  parent
- K. Childcare emergency when the teacher's childcare provider cannot provide services.
- L. Absences necessary to attain an additional educator license.

**Requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources:**  **Approved**  **Denied** \_\_\_\_\_ **Date:** \_\_\_\_\_

Reason if denied: \_\_\_\_\_

If days are not used, the teacher will be paid at the end of the school year an amount equal to the school district's daily substitute teacher pay rate (or half-day rate for half-time employee or less) for each unused day or unused days can be donated to the sick leave bank or carried over to the next school year. A separate form will be available on the district internet and must be submitted to donate to the sick leave bank or to carry over a day. If no form is received, unused days will be paid out in July.