

**REQUEST FOR EMERGENCY LEAVE**  
Policy 5403 Form

Requested emergency leave for the day(s) of: \_\_\_\_\_

Per Board Policy 5403:

“An emergency arises out of unforeseen and unexpected circumstances which create an air of crisis or extreme need. The circumstances must present a grave and clear danger that imminently threatens physical or mental health or would result in irreparable harm or in immediate disaster to life or property unless some action is taken.”

“A written application for emergency leave must be returned to the district office on the day of return to school.”

Details of the emergency situation written below. If applicable to emergency leave request, include your home address/location and details of imminent threat to property:

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EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
Employee's Printed Name