THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
HUMAN RESOURCES
1960 LANDINGS BOULEVARD, SARASOTA, FLORIDA 34231
PHONE (941) 927-9000 FAX (941) 927-4087

EMERGENCY PERSONAL LEAVE REQUEST
FORM A

Instructions: If requesting emergency personal leave after April 15th, employee completes this form and attaches it to Request for Unpaid Leave of Absence Form (124-97-HMR) and submits to Human Resources.

Employee _____
Last First Middle

Employee ID No. (A#) _____ SSN XXX-XX-_____

School/Department _____ Position _____

Explain in detail your reasons for requesting emergency personal leave.

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Employee Signature Date

Distribution: Original - Human Resources Personnel File Copy - Employee