



Baldwin-Whitehall School District

4900 Curry Road
Pittsburgh, PA 15236

Service Employees Request For Emergency Unpaid Leave of Absence

Employee's Name: _____ Building Assignment: _____

Position: _____

I have read the CBA language pertaining to Emergency Unpaid Leave of Absence

In accordance with the provisions of the collective bargaining agreement relative to an Unpaid Emergency Leave of Absence, I hereby request an unpaid leave of absence from my duties:

I have exhausted all my personal days.

Reason: _____ Total of Unpaid Days: _____

Start Date: _____ End Date: _____

I will return to my duties on: _____

Employee's Signature Date

OFFICE USE ONLY

Approvals:

Supervisor's Signature Date

Director of Employee Services' Signature (Or Designee) Date

Total number of Unpaid Days for the Year (July – June) before this request: _____

Total number of Unpaid Days for the Year (July – June) after this request: _____

Distribution:

- Original Personnel File
- Copy Payroll
- Copy Supervisor
- Copy Employee