

**EGEA EMERGENCY DIFFERENTIAL LEAVE
VERIFICATION FORM**
PILOT AGREEMENT 2017/18, 2018/19, 2019/20

Name: _____

Date Submitted: _____

Employee ID Number (EIN): _____

Date(s) of absence (4 day maximum per school year): _____

In the event a unit member exhausts all current year sick leave and prior year accumulated sick leave, unit members can use up to 4 days of Emergency Leave each school year during the term of this Pilot Agreement for the following reasons:

- 1) Death of a person in member's immediate family
- 2) Illness of member or member's immediate family
- 3) Accident, involving member's person or property, or the person or property of a member of his or her immediate family
- 4) The birth or adoption, or initiation of foster care of his/her child
- 5) Death involving close friends or relatives other than immediate family
- 6) Accident involving relatives other than members of the immediate family
- 7) Illness involving relatives other than members of the immediate family
- 8) Attendance at religious observances, weddings, or observances honoring a unit member or members of employees of the unit member's immediate family
- 9) Attending to legal or business matters of compelling personal importance that cannot be attended outside the workday
- 10) Unexpected personal or family situation that requires immediate attention
- 11) Appearance in court as a litigant

I understand that Emergency Leave may only be used after all sick leave has been exhausted and for purposes listed in the EGEA Emergency Leave Pilot Agreement.

Signature _____ Date _____

****All Emergency Verification Forms can be submitted via intra-district mail directly to:
HUMAN RESOURCES – LEAVE DESK**

or by email at: leaves@egusd.net