



Little Rock School District
Human Resources Department

Discretionary Emergency Leave Request Form
- Staff and Research Faculty -

Demographics:
Table with 2 columns and 2 rows: Name, Employee ID Number, Department/School, Supervisor Name.

Staff who have been affected by the disaster and have exhausted their available leave credits may be granted disaster leave in accordance with the Superintendent's discretionary guidelines available through the LRSD Human Resources Department. Should an employee require additional leave to address immediate needs following the catastrophic event, they will complete this leave request form and may be eligible for up to five days of leave pay or administrative leave without pay. (submit all applicable documentation to human resources)

Please select one of the following options.:
Table with 2 columns and 5 rows for selecting an option and providing a description.

Please submit this form and all applicable documentation to human.resources@LRSD.org and copy your supervisor. Human Resources will contact you immediately, upon receipt.

Employee Signature

Date