## Emergency Leave Request Forms Human Resources Department

The Human Resources Department has adopted an electronic workflow for requesting Emergency Leave for paraprofessionals, teachers, administrators, and administrative assistants. Please use the directions below to request emergency leave. Once a requesting staff member completes the process, the form is electronically routed to the building principal/immediate supervisor, then to HR for final approval and signature. All parties will receive the electronic copy once the workflow is complete.

Technical issues with BlueInk can be directed to edtech@molineschools.org.

1. Sign in to the <u>Staff Intranet site</u> by clicking the **Sign in With Google** button.

2. Navigate to the Human Resources tab and locate the Leave Forms area.

3. Choose the leave form for your employee group.

4. Fill out the required information as presented below. Enter your name and email as the Requester, and your immediate supervisor/principal (be careful to spell the email address correctly). Click Submit.

Administrative Assistant Emergency Leave	House for a transport Law from the Ukin's (Bearron's Spanauri) Administration Auduras New for for for for any for how
Request Form	Building Elding of Population Sciences
Please fill in your signer information below, and then click submit. A link to fill and sign the documents online will be emailed to you.	e restartingen (anders anders and anders and anders and anders and anders and
Requester Name (Required)	Administrative Assistant Emergency Leave Request Form 1 Pages
Name	
Email address	
Principal/Immediate Supervisor (Required)	
Name	
Email address	
Submit	

5. Check your email for a message from BlueInk to complete the form.

6. BlueInk will launch in a new window with what appears to be a blank form. Click the Continue button to complete the form as shown below.

Please review these documents  Moline-Coal Valley CUSD 40 Show Message from Sender +		
I agree to Bluelnk's Terms of Use and Privacy Policy and consent to sign electronically with the Bluelnk service.	Continue	
	Request for Emergency Leave from the District (Electronic Administrative Assistants           Name          Date            Position:         Administrative Assistant	Signature) mployee ID #

6. BlueInk will not allow you to complete the form without finishing each required field. The **Next** button at the bottom of the screen can be used to navigate to each field (or push Tab on your keyboard).

With Loss of Pay Requires approval from Principal/Immediate Supervisor, then from the Assistant Superintendent for Administration and Human Resources at Allendale. Reason:	r
Vacation (12-Month Employees Only)     Requires approval from Principal/Immediate Supervisor, then from the Assistant Superintendent for     Administration and Human Resources at Allendale.  My absence requires a substitute forschool day(s).	
Signature of Derson Requestion Leave	
Previous Next	

7. Once the form is completed, click **Finish** in the lower right corner.

8. The form will then be routed to the person indicated in step 1 via email and follow the same process.

9. All parties will receive the completed form upon completion.