

- CERTIFIED PERSONNEL -**Emergency Leave****NUMBER OF DAYS**

Full-time certified employees shall be entitled to ~~two-three~~ (23) days of emergency leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized emergency leave days calculated to the nearest 1/2 day. The prorata days will be calculated by dividing the total number of actual days worked by the number of total contract days for that position. For example: An employee contracted for 160 days of a normal 187-day contract due to being hired after the beginning of the year would receive 8 and 1/2 (8 1/2) sick days (160 days/187 days x 10 days = 8.5 days, rounded to the nearest half-day).

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized emergency leave days equivalent to their normal working day.

Emergency leave shall be granted for the following reasons:

BEREAVEMENT

Death of a relative or personal friend.

DISASTERS

Personal disasters of the magnitude of tornadoes, fires, floods, etc. This applies only in cases not covered by sick leave.

COURT/LEGAL

Appearances as a witness or to produce documents when the employee's presence is required by subpoena. This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty. (See policy 03.1237.)

OTHER

Such other reasons of an emergency or extraordinary nature as approved by the Superintendent or designee.

REQUEST FOR LEAVE

Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

AFFIDAVIT

Persons taking emergency leave must file a personal affidavit upon their return to work stating the specific reasons for their absence.

ACCUMULATION

On June 30, emergency leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

Emergency Leave

REFERENCES:

[KRS 161.152](#); [OAG 76-427](#); [OAG 72-348](#); [OAG 74-770](#); [KRS 161.155](#)

RELATED POLICIES:

03.1232; 03.1237

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