

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

Full-time classified 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 03.2237.)

**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.

**REFERENCES:**

[KRS 161.152](#); [KRS 161.155](#)

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

**RELATED POLICIES:**

03.2232; 03.2237

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