

PERSONNEL

03.2236

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

Full-time classified employees shall be entitled to ~~two-one~~ (12) 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 personal leave days calculated to the nearest 1/2 day.

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

**APPROVAL**

The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave.

Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

**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.

**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.

**ABSENTEE CARD**

Employees taking emergency leave must file an absentee card on their return to work stating the specific reasons for their absence.

**ACCUMULATION**

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

**REFERENCES:**

KRS 161.152; KRS 161.155; OAG 76-427; OAG 74-77; OAG 72-348

**RELATED POLICIES:**

03.2232; 03.2237