

CERTIFIED PERSONNEL

Emergency Leave

NUMBER OF DAYS

Fulltime certified employees shall be entitled to three (3) 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.

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:

ILLNESS/INJURY

To attend to an immediate family member whose life is threatened by illness or injury.

BEREAVEMENT

Death of a relative or personal friend.

DISASTERS

Disasters of a household, vehicle, travel or personal emergency of the magnitude of tornadoes, fires, floods, etc. affecting the employee or his/her immediate family. 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.)

BUSINESS

One (1) day shall be granted for business reasons of an emergency nature. For the purposes of this section, "emergency" shall mean a sudden unexpected happening: an unforeseen occasion or condition: a sudden or unexpected occasion requiring action. The employee may appeal the Superintendent's or designee's decision to the Board.

OTHER

Absences related to the COVID-19 health emergency. This provision only applies until June 30, 2020.

PROHIBITIONS

Emergency leave shall not be used for personal illness covered under sick leave policies, for participation in recreational activities, for vacations, college visits, attending fraternal functions, seeking other employment or for rendering services for pay.

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.

Emergency Leave

AFFIDAVIT

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

ACCUMULATION

Emergency leave days not taken during the school year shall not accumulate.

REFERENCES:

KRS 161.152, KRS 161.155, OAG 76427; OAG 72348; OAG 74770

RELATED POLICIES:

03.1232, 03.1237

CLASSIFIED PERSONNEL

Emergency Leave**NUMBER OF DAYS**

Fulltime classified employees shall be entitled to three (3) 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.

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 may be taken only in whole or half-day increments; using emergency leave cannot create pay for hours above the person's normal contracted hours.

Emergency leave shall be granted for the following reasons:

ILLNESS/INJURY

To attend to an immediate family member whose life is threatened by illness or injury.

BEREAVEMENT

Death of a relative or personal friend.

DISASTERS

Disasters of a household, vehicle, travel or personal emergency of the magnitude of tornadoes, fires, floods, etc. affecting the employee or his/her immediate family. 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.)

BUSINESS

One (1) day shall be granted for business reasons of an emergency nature. For the purposes of this section, "emergency" shall mean a sudden unexpected happening; an unforeseen occasion or condition; a sudden or unexpected occasion requiring action. The employee may appeal the Superintendent's or designee's decision to the Board.

OTHER

Absences related to the COVID-19 health emergency. This provision only applies until June 30, 2020.

PROHIBITIONS

Emergency leave shall not be used for personal illness covered under sick leave policies, for participation in recreational activities, for vacations, college visits, attending fraternal functions, seeking other employment or for rendering services for pay.

Emergency Leave

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

Emergency leave days not taken during the school year shall not accumulate.

REFERENCES:

KRS 161.152, KRS 161.155

OAG 76427; OAG 72348; OAG 74770

RELATED POLICIES:

03.2232, 03.2237