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**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

11/20/2020

AGENDA ITEM (ACTION ITEM):

Consider/Approve revision to Policy 03.2231 – “Personal Leave” (Classified Personnel).

APPLICABLE BOARD POLICY:

01.5 – School Board Policies

HISTORY/BACKGROUND:

This is the second reading of a proposed policy revision that will standardize the language of the classified Personal Leave policy (03.2231) with the certified Personal Leave policy (03.1231) and ensure all classified and certified staff hired after the start of a contract year are awarded the same pro-rated number of personal days. No language has changed to the policy revision from the first reading at the November 2, 2020 regular Board meeting.

FISCAL/BUDGETARY IMPACT:

No fiscal/budgetary impact

RECOMMENDATION:

It is recommended the Kenton County Board of Education approve the revision to Policy 03.2231 – “Personal Leave” (Classified Personnel).

CONTACT PERSON:

Matt Rigg, Executive Director of Human Resources

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
“The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*”

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

Full-time classified employees shall be entitled to three (3) days of personal leave with pay each school year.

~~Employees hired after July 1 of each fiscal year shall be credited with three (3) days of personal leave after the completion of three (3) months of service. Employees hired after April 1 of each year shall not be granted personal leave for that fiscal 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 employee's immediate supervisor 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.

AFFIDAVIT

Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature.

ACCUMULATION

Personal leave days not taken during the school year shall accumulate to a maximum of three (3) days. On July 1, or when the employee assumes their duties in the new fiscal year, accumulated personal leave days from the preceding fiscal year shall be transferred and credited to the employee's accumulated sick leave account.

REFERENCE:

[OAG 77-115](#)

Adopted/Amended: 8/3/2020

Order #: 2020-76