

PERSONNEL

- CERTIFIED PERSONNEL -

Leaves and Absences**APPROVAL**

Authorization of leave and time taken off from one's job shall be in accordance with specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

SHORT-TERM LEAVE WITHOUT PAY

With prior approval as noted herein, certified personnel may be granted short-term leave without pay ~~provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability.~~ One (1) day may be taken with prior approval of the employee's immediate supervisor. The Superintendent may grant from two (2) to a maximum of five (5) per year, upon receipt of the employee's written request specifying the reason leave is needed and the dates involved. If more than five (5) days per year are requested, the written request shall be submitted to the Board.

The immediate supervisor shall report to the Central Office the names of employees who take unpaid short-term leave and the dates of absence. An appropriate amount shall be deducted from the employees' regular salary, based on the daily rate of pay.

For health or emergency related situations, personnel shall take sick or emergency leave, as appropriate. Employees taking unpaid leave without the required prior approval shall be subject to appropriate disciplinary action, including termination.

NOTIFICATION

~~In all cases of absence, teachers shall notify the Central Office designee before the opening of school or the night before, if possible, and the Central Office designee shall call substitute teachers from the official substitute list approved by the Superintendent.~~

Employees on leave covered by the related policies listed below shall notify the Superintendent in writing by April 1 of the year the leave terminates of the date of their intent to return to the school system. Employees who fail to notify the Superintendent of their return by April 1 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent by April 1, the Superintendent is authorized to fill the position for the following school year. Where an employee in the final year of leave fails to contact the Superintendent by April 1, to either request an extension of leave or to provide a date of return, the Superintendent may determine whether personnel action is required.

LEAVE FOLLOWING ASSAULT

The District shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers' compensation benefits. The period of leave shall not exceed one (1) calendar year following the assault. During that period, the employee shall not experience loss of income or benefits, including sick leave, under terms and conditions set forth in KRS 161.155.

Leaves and Absences**PLACEMENT UPON RETURN**

Employees taking any long term leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

FMLA

Eligible employees may apply for leave under the provisions of the Family and Medical Leave Act of 1993.

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

REFERENCES:

KRS 161.155; KRS 161.770
OAG 01-9; Family and Medical Leave Act of 1993

RELATED POLICIES:

03.1232, 03.12322, 03.1233, 03.1234, 03.1235, 03.124