# Draft 05/22/2023

# PERSONNEL CS03.2236

‑ Classified Personnel ‑

Emergency Leave

Number of Days

Full‑time classified employees shall be entitled to \_\_\_ (1,2,3) 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 one-half (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.

Option/Emergency Leave

Consistent with the following provisions, classified personnel may use \_\_\_ (1,2,3) sick leave days per year for emergency leave.

Emergency leave shall be granted for the following reasons:

Bereavement

Death of a relative or personal friend/close 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.

Statement

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

# PERSONNEL CS03.2236

#  (Continued)

Emergency Leave

Use of Sick Leave

Employees may use three (3) sick leave days per school year for emergency leave pursuant to KRS 161.152 and consistent with the above provisions.

Accumulation

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

References:

KRS 161.152; KRS 161.155

OAG 72‑348; OAG 74-770; OAG 76‑427

Related Policies:

03.2232

03.2237