# Draft 07/13/2023

# PERSONNEL CK03.123 AP.2

Leave Request Form and Statement

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Sick leave based on personal illness

🞏 Sick leave based on immediate family member\*

🞏 Sick leave to mourn death of an immediate family member\*

🞏 Personal leave (refer to Policy 03.1231/03.2231)

🞏 Emergency leave (refer to Policy 03.1236/03.2236)

🞏 Jury Leave (refer to Policy 03.1237/03.2237)

🞏 Military/Disaster Service Leave (refer to Policy 03.1238/03.2238)

🞏 Vacation Day (for eligible employees)

🞏 Docked Day

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*On the above-mentioned date(s) I was unable to perform my school duties and apply for excused leave in compliance with the provisions in* [*KRS 161.152*](http://policy.ksba.org/DocumentManager.aspx?requestarticle=/KRS/161-00/152.pdf&requesttype=krs)*,* [*KRS 161.154*](http://policy.ksba.org/DocumentManager.aspx?requestarticle=/KRS/161-00/154.pdf&requesttype=krs)*, or* [*KRS 161.155*](http://policy.ksba.org/DocumentManager.aspx?requestarticle=/KRS/161-00/155.pdf&requesttype=krs)*.*

Personal Statement

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent/Designee Signature Date

\*Immediate family member shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.