

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** May 1, 2026

TOPIC/TITLE: Emergency Leave Policy- First Reading

PRESENTER: Josh Rayburn

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

Board is required to review and approve all policies that govern the Board of Education

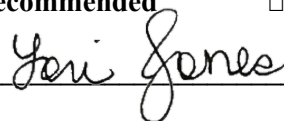
SUMMARY OF MAJOR ELEMENTS:

KRS 161.155 requires school districts to pay the actuarial costs for future sick leave accruals in excess of 13 days each year. The state covers actuarial costs for sick leave accrued as of June 30, 2025, and covers costs for up to 13 days accrued annually. If the school district permits employees to accrue more than 13 days annually, the local school district must pay the retirement system for any excess days over that 13-day threshold when the employee retires. These policies are for classified and certified. This allows employees to maintain the same amount of time but not impact district resources as emergency days do not roll accumulate.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: **Recommended** **Not Recommended**



- CERTIFIED PERSONNEL –

Emergency Leave

NUMBER OF DAYS

Full-time 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 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.

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.

Emergency Leave

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.

STATEMENT

Persons taking emergency leave must file a personal statement 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 72-348; OAG 74-770; OAG 76-427

RELATED POLICIES:

03.1232; 03.1237

- CLASSIFIED PERSONNEL -

Emergency Leave

NUMBER OF DAYS

Full-time 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 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.

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

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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.

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