

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

Fulltime 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 shall be granted for the following reasons:

BEREAVEMENT

Death of a relative or personal friend.

DISASTERS

Personal disasters of the magnitude of tornados, 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.)

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. ~~These requests should be made electronically through the district's attendance software system prior to the absence as much as possible. The request should state the specific reasons for their absence. Upon review of the request, the employee will be notified whether the request has been approved, denied, or requires additional information.~~

~~In the event that a request is denied, any applicable leave days associated with the request will be adjusted in accordance with district policy and available leave balances.~~

~~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 72348](#); [OAG 74-770](#); [OAG 76427](#)-

RELATED POLICIES:

03.2232; 03.2237

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