# PERSONNEL 03.123

‑ Certified Personnel ‑

Leaves and Absences

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.

Leave without pay may be granted by the Superintendent provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Written request shall be submitted to the Superintendent for approval.

Notification

In all cases of absence, teachers shall notify the Principal before the opening of school or the night before, if possible, and the Principal 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 March 15 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 March 15 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent by March 15, 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 March 15, 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](http://policy.ksba.org/documentmanager.asp?requestarticle=/krs/161-00/155.pdf&requesttype=krs).

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.

References:

[KRS 161.155](http://policy.ksba.org/documentmanager.asp?requestarticle=/krs/161-00/155.pdf&requesttype=krs); [KRS 161.770](http://policy.ksba.org/documentmanager.asp?requestarticle=/krs/161-00/770.pdf&requesttype=krs)

[OAG 01-9](http://policy.ksba.org/documentmanager.asp?requestarticle=/civil/opinions/oag019.htm&requesttype=oag); Family and Medical Leave Act of 1993

Related Policies:

03.1232, 03.1233, 03.1234, 03.1235, 03.124

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