# PERSONNEL 03.2236

‑ 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 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 only be taken in 1/4, 1/2, or whole day increments.

Emergency leave shall be granted for the following reasons:

Bereavement

Death of the following relatives: father, mother, grandfather, grandmother, grandchild, aunt, uncle, brother, sister, children (including stepchildren), corresponding in‑laws, spouse, and any other blood relative who resides in the employee's home.

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.)

Other

Such other reasons of an emergency or extraordinary nature as approved by the Superintendent.

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.

Affidavit

Persons taking emergency leave must file a personal affidavit 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](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/152.pdf&requesttype=krs); [KRS 161.155](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/155.pdf&requesttype=krs); [OAG 76‑427](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG76427.htm&requesttype=oag); [OAG 72‑348](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG72348.htm&requesttype=oag); [OAG 74‑770](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG74770.htm&requesttype=oag)

Related Policies:

03.2232, 03.2237

Adopted/Amended: 6/6/2018

Order #: 8051