

LOCATION: \_\_\_\_\_

# LEAVE FORM

SALARIED EMPLOYEE \_\_\_\_\_

CLASSIFIED HOURLY EMPLOYEE \_\_\_\_\_

PLEASE USE BLUE OR BLACK INK

THIS FORM IS ESSENTIAL FOR PAYROLL PURPOSES. PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR PRINCIPAL/SUPERVISOR.

**SICK LEAVE:** GRANTED UNDER THE TERMS OF POLICIES 03.1232/03.2232.

DATE(S) OF SICK LEAVE: \_\_\_\_\_ TOTAL # DAYS OR HRS: \_\_\_\_\_

CHECK ONE:  EMPLOYEE'S ILLNESS  ILLNESS OF FAMILY MEMBER  MOURNING

IS SICK LEAVE USED FOR EMERGENCY LEAVE PURPOSES, PER POLICY?  YES  NO

REASON FOR ABSENCE: \_\_\_\_\_

DATES 3 EMERGENCY DAYS USED FOR CURRENT YEAR: \_\_\_\_\_

**EMERGENCY LEAVE:** GRANTED UNDER THE TERMS OF POLICIES 03.1236/03.2236.

DATE(S) OF EMERGENCY LEAVE: \_\_\_\_\_ TOTAL # DAYS OR HRS: \_\_\_\_\_

BEREAVEMENT  COURT/LEGAL  OTHER/SPECIFY: \_\_\_\_\_

\*Subpoena required - must accompany leave request

FOR BEREAVEMENT, RELATIONSHIP TO EMPLOYEE: \_\_\_\_\_

**PERSONAL LEAVE:** GRANTED UNDER THE TERMS OF POLICIES 03.1231/03.2231.

DATE(S) OF PERSONAL LEAVE: \_\_\_\_\_ TOTAL # DAYS OR HRS: \_\_\_\_\_

**VACATION:**

DATE(S): \_\_\_\_\_ TOTAL # DAYS OR HRS: \_\_\_\_\_

**JURY LEAVE:** GRANTED UNDER THE TERMS OF POLICIES 03.1237/03.2237.

DATE(S) OF JURY LEAVE: \_\_\_\_\_ TOTAL # DAYS OR HRS: \_\_\_\_\_

\*District will be reimbursed by deduction from employee's paycheck FEDERAL \_\_\_\_\_ OTHER \_\_\_\_\_

**MILITARY:** GRANTED UNDER THE TERMS OF POLICIES 03.1238/03.2238.

DATE(S) OF LEAVE: \_\_\_\_\_ TOTAL # DAYS OR HRS: \_\_\_\_\_

Supervisor/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby affirm and attest that the information I have provided is true and, under provisions of law and Board policy, qualifies me to take the leave indicated. I understand that if I have provided information that is not true, I may be subject to disciplinary action.

\_\_\_\_\_  
*Employee's Signature* *Date* *Employee's Printed Name*

\_\_\_\_\_  
*Employee Number*

**This form should accompany Payroll Reports.**

## **SICK LEAVE:**

In accordance with provisions stated in KRS 161.155, administrators, teachers, full-time classified employees & eligible part-time classified employees of the Fayette County Board of Education may be granted sick leave days not to exceed twelve days per school year for the following:

- A. For personal illness, including illness or temporary disabilities arising from pregnancy. Sick leave may not be used for any period of absence required for child rearing.
- B. For the purpose of attending to a member of the immediate family who is ill. Immediate family includes the employee's spouse, children (including stepchildren), foster children, parents, spouse's parents, grandparents, spouse's grandparents without reference to the location or residence of said relative, siblings, daughter-in-law, son-in-law, and any other blood relative who resides in the employee's home.
- C. For adoption of a child up to thirty days following the adoption of a child or children.
- D. For mourning an immediate member of employee's family.

The Board may allow employees to use up to three days sick leave per school year for emergency leave pursuant to KRS 161.152 and consistent with the emergency leave provisions.

Board Policy 03.1232 and 03.2232

## **EMERGENCY LEAVE:**

In accordance with provisions stated in KRS 161.152, administrators, teachers, full-time classified employees and eligible part-time classified employees of the Fayette County Board of Education may be granted emergency leave days not to exceed three days per school year for the following:

- A. Illness or death of relatives or personal friends.
- B. Personal disasters of the magnitude of tornados, fires, floods, etc. This applies only in cases not covered by sick leave.
- C. Appearance as a witness or to produce documents at legal proceedings 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). Court documentation shall accompany the emergency leave request.
- D. Weather-related transportation problems which prevent travel from another area to home and/or workstation, such as airport closing and flight cancellations. This, however, does not include travel between residence and workstation.
- E. Other emergency reasons as approved by the Superintendent or the Superintendent's designee where there exists a pressing necessity that requires immediate attention.
- F. Illness of the employee, if all other available sick leave has been exhausted.

The board may allow employees to use up to three days sick leave per school year for emergency leave pursuant to KRS 161.152 and consistent with the above provisions.

Board Policy 03.1236 and 03.2236

## **PERSONAL LEAVE:**

Personal Leave may be used on either a whole-day or one-half day basis on individual dates or in succession. Personal Leave shall not be taken on the Opening or Closing day of school. Personal Leave Notice shall be given at least two (2) days in advance to the Principal or Supervisor. The maximum number of employees that may be absent on personal leave on any given day shall not exceed five percent (5%) within the major job categories or (one person classified, two people certified) whichever is greater. The immediate Supervisor is authorized to limit the use of Personal Leave in emergencies.

Board Policy 03.1231 and 03.2231

## **VACATION LEAVE:**

Regular twelve-month employees shall be eligible for vacation as specified:

- A. Vacations must be scheduled in advance with the immediate supervisor.
- B. No more than eighteen (18) vacation days can be carried over into the next fiscal year.

Board Policy 03.122 and 03.222

## **JURY LEAVE:**

Employees who will be absent from work to serve on a jury duty must give advance notice to their immediate supervisor(s).

In accordance with KRS 161.153 and Board Policy 03.1237/03.2237, certified staff and all eligible permanent classified employees of the FCBE shall be granted leave with full pay, less any compensation received as Jury Pay, for jury duty in any duly constituted Local, State, or Federal Court for the period of actual jury service. This leave shall be in addition to all other leave to which the employee may be entitled.

1. Inform the Courtroom clerk on the first day of service, that you are employed by the FCBE and your Certificate of Jury Service should indicate: dates served, amount of Jury Pay, amount of Expenses, and Juror ID#.
2. Employees reporting for jury duty and released from serving for part of a day or any full day(s) shall report to their respective school or department for assignment if released with at least 1 hour remaining in their workday.
3. A **JURY DUTY LEAVE CARD** must be filled out completely at the end of each payroll period indicating the dates and numbers of hours absent. A copy of the Certificate of Jury Service must be attached to the Jury Duty Leave Card.
4. The Jury Duty pay (not including expenses) will be deducted from the employees wages by the Payroll Department.

## **MILITARY LEAVE:**

All regular employees who are members of the National Guard, any reserve component of the armed forces of the United States, or of the reserve corps of the United States Public Health Service shall be entitled to leave of absence without loss of time, pay, regular leave, impairment of efficiency rating, or any other rights or benefits to which they are entitled, while in the performance of duty or training in the service of Kentucky or the United States under competent orders, for a period in any federal fiscal year not to exceed twenty-one (21) working days.

Such employees while on military leave shall be paid their salaries or compensation. Military Leave shall not be available to an employee not employed on a twelve-month basis during any period when such employee is working at other than the usual work assignment; nor shall it be available when the employee is working on a temporary or a special project basis or during any period of active military service when the employee is not carrying out regular duties.

The employee is responsible for notifying his immediate supervisor as soon as he is notified of an impending military-related absence.

Board Policy 03.1238 and 03.2238

Adopted/Amended: 3/26/2007