

SCHOOL/LOCATION: _____

Please use blue or black ink only

LEAVE FORM

SALARIED EMPLOYEE ☐

HOURLY EMPLOYEE ☐

This form is required for Payroll purposes. Please complete this form and submit original to your principal/supervisor.
** Only Sick Leave (without physician statement) and Personal Leave requires Affiant signature and Notarization.

☐ **SICK LEAVE:** Requested under the terms of Policies 03.1232/03.2232 (**Affidavit or Physician Statement Required)

Date(s) of Sick Leave: _____ ☐ Salaried # Day(s) _____ or ☐ Hourly # Hour(s) _____

Reason for Absence (Check One):

☐ Employee Illness ☐ Family Member Illness ☐ Mourning (Relationship to Employee) _____

☐ **PERSONAL LEAVE:** Requested under the terms of Policies 03.1231/03.2231 (**Affidavit Required)

Date(s) of Personal Leave: _____ ☐ Salaried # Day(s) _____ or ☐ Hourly # Hour(s) _____

*Two (2) day prior supervisor approval required

** Comes the affiant/employee, _____, after being duly sworn, and states as follows:
I am submitting this request for the use of leave for the purpose(s) checked above; that the facts supporting the request for leave as indicated are true and correct; and that to the best of my knowledge, information, and belief, I am qualified for the leave requested pursuant to applicable state statute and Board policy.

Affiant/Employee Signature: _____ Date: _____

Affiant/Employee Printed Name: _____ Affiant/Employee Number: _____
(Legal Name on Master File)

Subscribed and sworn before me in the county of Fayette, state of Kentucky, on this the _____ day of _____, 20____.

Notary Public My Commission Expires: _____

Notary signature indicates the employee swore under oath to the information contained herein as truthful.
It does not verify or certify the employee's actual leave time.

☐ **EMERGENCY LEAVE:** Requested under the terms of Policies 03.1236/03.2236

Date(s) of Emergency Leave: _____ ☐ Salaried # Day(s) _____ or ☐ Hourly # Hour(s) _____

*Other Reasons for Absence that does not require 2-day prior approval (Check One):

☐ *Bereavement ☐ *Court/Legal Proceedings (Subpoena required—Court documentation to accompany leave form)
☐ *Other as approved by Superintendent/Designee/Supervisor (Must Specify) _____

☐ **VACATION LEAVE:** Requested under the terms of Policies 03.122/03.222

Date(s) of Vacation Leave: _____ ☐ Salaried # Day(s) _____ or ☐ Hourly # Hour(s) _____

☐ **JURY DUTY LEAVE:** Requested under the terms of Policies 03.1237/03.2237

Date(s) of Jury Duty Leave: _____ ☐ Salaried # Day(s) _____ or ☐ Hourly # Hour(s) _____

☐ Federal Court ☐ Other Court documentation is required to accompany leave form
(District will be reimbursed by deduction from employee's paycheck)

☐ **MILITARY LEAVE:** Requested under the terms of Policies 03.1238/03.2238

Date(s) of Military Leave: _____ ☐ Salaried # Day(s) _____ or ☐ Hourly # Hour(s) _____

Employee Signature: _____ Date: _____

Employee Printed Name: _____ Employee Number: _____
(Legal Name on Master File)

Superintendent/Designee Signature: _____ Date: _____

Supervisor Approving Leave As Requested

This form should accompany Payroll Reports

Leave time must be used in half-day or whole-day increments for salaried employees and in quarter-hour increments for classified hourly employees.

****AFFIANT SIGNATURE/NOTARIZATION REQUIRED FOR SICK LEAVE WITHOUT PHYSICIAN STATEMENT AND PERSONAL LEAVE**

SICK LEAVE: Board Policies 03.1232/03.2232

In accordance with provisions stated in KRS 161.155, administrators, teachers, full-time classified employees and eligible part-time classified employees of the Fayette County Board of Education may be granted sick leave days not to exceed twelve (12) 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, grandchildren, parents, spouse's parents, grandparents, spouse's grandparents without reference to the location or residence of said relative, siblings, son/daughter-in-law, and any other blood relative who resides in the employee's home.
- c. For the adoption of a child up to thirty (30) days following the adoption of the child or children.
- d. For mourning an immediate member of employee's family.
- e. The Board may allow employees to use up to three (3) days sick leave per school year for emergency leave according to policy.

PERSONAL LEAVE: Board Policies 03.1231/03.2231

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 Principal or Supervisor for approval. 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 (1) person classified, two (2) people certified) whichever is greater. The immediate Supervisor is authorized to limit the use of Personal leave in emergencies.

DOES NOT REQUIRE NOTARIZATION

EMERGENCY LEAVE: Board Policies 03.1236/03.2236

In accordance with provisions stated in KRS 161.152

*Other: Leave reasons that do not require two (2) day prior approval from immediate Supervisor are as follows:

- a. Natural disasters of the magnitude of tornadoes, fires, floods, etc. This applies only in cases not covered by sick leave.
- b. Weather-related transportation problems which prevent travel from another area to home and/or workstation, such as airport closing and flight cancellations.
- c. Bereavement
- d. Court/Legal proceedings. Subpoena required and court documentation must accompany leave form.
- e. Illness of relatives or personal friends.
- f. Illness of employee if all other available leave has been exhausted.
- g. Personal disasters such as water heater bursts, sewage backups, pet injuries/deaths, etc.
- h. Other emergency reasons as approved by the Superintendent/Superintendent's Designee/Supervisor where there exists a pressing necessity that requires immediate attention.

VACATION LEAVE: Board Policies 03.122/03.222

12 month employees who are contracted to work 245 days or more per year shall be eligible for Vacation leave as specified:

- a. Vacations must be scheduled in advance and approved with the immediate Supervisor.
- b. No more than eighteen (18) vacation days can be carried over into the next fiscal year.

JURY LEAVE: Board Policies 03.1237/03.02237

Employees who will be absent from work to serve on jury duty must give advance notice to their immediate Supervisor.

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 jury duty leave shall be in addition to all other leave to which the employee may be entitled.

- a. 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: date(s) served, amount of jury pay, amount of expenses and juror ID#. This court documentation must be attached to employee's leave form.
- b. Employees reporting for jury duty and released from service 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 one hour remaining in their workday.
- c. The jury duty pay (not including expenses) will be deducted from the employee's wages by the Payroll department.

MILITARY LEAVE: Board Policies 03.1238/03.2238

In accordance to Board policy 03.1238 and 03.2238, the employee is responsible for notifying immediate supervisor of an impending military related absence. 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 Services shall be entitled to military 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 military duty or training in the service of Kentucky of 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.