Jefferson County Public Schools

Application for Emergency Leave
All Certified and Classified Personnel

Name: _____________________________ Location: ___________________________

Job Classification: __________________________________________________________

Date(s) of Absence: __________________________________________________________

I do solemnly swear that on the above date(s) I was unable to perform my duties because of reason #_____. (Specify the reason number from the reverse side, and add specific information below.)

____________________________________________

Due to the reason above, I apply for emergency leave as approved by the Jefferson County Board of Education under KRS 161.152.

Employee’s Signature

Subscribed and Sworn to Before Me This _______ Day of ________________, 20 __

Notary Public: _________________________________ Jefferson County, Kentucky

My commission expires ____________________.
Reasons Allowable for Emergency Leave

Legitimate reasons for granting emergency leave with pay are limited to:

1. Death or funeral of a relative by blood or marriage. (Specify the relationship.)

2. Emergency situations resulting from natural disasters (e.g., tornado, flood). (Specify the exact reason.)

All regular, full-time employees are credited with two days of emergency leave a year. Emergency leave does not accumulate from year to year and is granted in full days only.