

# **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.

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