

**Leave Request Form and Statement**

NAME: _____	LOCATION: _____
DATE SUBMITTED: _____	

**PERSONAL DAY:** Requested under the terms of Policies 03.1231/03.2231. (see next page for required statement)

Date of personal day: \_\_\_\_\_ Total Days: \_\_\_\_\_ Substitute Needed

**PERSONAL UNPAID LEAVE:** Submit to the Superintendent for Board action. (see next page for required statement)

Date(s) of leave: \_\_\_\_\_ Total Days: \_\_\_\_\_ Substitute Needed

**SICK LEAVE:** Requested under the terms of Policies 03.1232/03.2232. (see next page for statement that may be required)

Date(s) of sick leave: \_\_\_\_\_ Total Days: \_\_\_\_\_ Substitute Needed

Check one:  Employee's illness       Illness of family member       Mourning

Is sick leave being used for emergency leave purposes, pursuant to policy?       Yes       No

**MATERNITY/ADOPTION/CHILDREARING LEAVE:** Requested under the terms of Policies 03.1233/03.2233.

Estimated date(s) of leave \_\_\_\_\_ to \_\_\_\_\_ Substitute Needed

Paid maternity leave /number of sick leave days \_\_\_\_\_  unpaid maternity leave

Paid birth or adoption leave (not to exceed 30 days) /number of sick leave days \_\_\_\_\_

Unpaid childrearing leave \_\_\_\_\_

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

Date(s) of jury leave: \_\_\_\_\_ Total Days: \_\_\_\_\_ Substitute Needed

Employee Will Sign Over Court-Issued Jury Pay Check to District.

Employee Will Reimburse District for Any Jury Pay Received.

**MILITARY/DISASTER SERVICES LEAVE:** Requested under the terms of Policies 03.1238/03.2238.

Date(s) of leave: \_\_\_\_\_ Total Days: \_\_\_\_\_ Substitute Needed

**EMERGENCY LEAVE:** Requested under the terms of Policies 03.1236/03.2236. (see next page for required statement)

Date(s) of emergency leave: \_\_\_\_\_ Total Days: \_\_\_\_\_ Substitute Needed

Bereavement       Disasters

Court /Legal       Other (Specify): \_\_\_\_\_

Is sick leave being used for emergency leave purposes, pursuant to policy?       Yes       No

*I understand that if I have provided information that is not true, I may be subject to disciplinary action.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Superintendent/designee's Signature Approving Leave as Requested*

\_\_\_\_\_  
*Date*

**Leave Request Form and Statement**

A personal statement is required for the use of personal leave, the use of emergency leave, and the use of sick leave for the purpose of mourning a member of the employee’s immediate family.\* Either a personal statement or a certificate of a physician supporting the need for sick leave is required for the use of sick leave if the employee was absent due to his/her own personal illness or for the purpose of attending to an immediate family member\* who was ill. If an employee who requests to use sick leave for his/her own personal illness or to attend to an immediate family member\* who is ill does not submit a supporting physician’s certificate, s/he must submit a supporting personal statement. Requirements for use of sick leave following childbirth and adoption are stated in Policies 03.1233/03.2233.

**LEAVE STATEMENT  
([KRS 161.152](#), [KRS 161.154](#), [KRS 161.155](#))**

I am submitting this request for the use of leave for the following purpose(s) (check applicable boxes); that the facts supporting the request for leave as indicated below 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.

- Sick leave based on personal illness      Date(s): \_\_\_\_\_
- Sick leave to attend to an immediate family member\* who was ill      Date(s): \_\_\_\_\_
- Sick leave to mourn the death of an immediate family member\*      Date(s): \_\_\_\_\_
- Personal leave in compliance with and subject to qualifications set forth in Policy 03.1231/03.2231. This leave is personal in nature.      Date(s): \_\_\_\_\_
- Emergency leave in compliance with and subject to conditions set forth in Policy 03.1236/03.2236
  - Bereavement       Disasters       Court /Legal
  - Other, specify: \_\_\_\_\_

\_\_\_\_\_

Employee’s SignatureDate

\_\_\_\_\_  
Employee’s Name (Print or Type)

\*Immediate family member shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

Review/Revised:6/19/2023