

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 5.4  
Page 1 of 2

Effective Date: April 1, 2009  
Supersedes: Procedure 5.4 dated October 15, 2005  
Applies To: System Office and Colleges  
Procedure Responsibility: System Payroll

## **Absence Record Procedure**

Section 5.4.1- General Information for All Employees

Section 5.4.2 - Instructions for Employees

Section 5.4.3 - Recording Leave Not Taken

### **Section 5.4.1 – General Information for All Employees**

Absence record form (PR90) must be completed by all KCTCS employees to record time for utilizing vacation leave, sick leave, voting leave, and other leave types in accordance with KCTCS policy. Leave requests should be submitted in advance of the indicated leave (when applicable), and require the employee's supervisor's signature. All leaves are to be taken in accordance to KCTCS policy and at the discretion of the supervisor. Some colleges may require an additional signature to comply with local college requirements. In an instance of temporary disability leave (sick) the employee should complete the leave absence record as soon as the employee returns from the unplanned absence.

### **Section 5.4.2 –Instructions for Employees**

Once the supervisor has approved the leave, the leave form should be forwarded to the local payroll office, attached to the time sheet (if applicable). Employees should retain a copy of the absence record for their files.

Leave forms are to be forwarded to your local payroll office for entry. The forms should be submitted in advance of a planned event, and no later than 5 working days after the return from an unplanned event. This ensures the accuracy for leave balance totals.

Forms that are received after payroll processing will require that PR301 (Leave Balance Adjustment Form) be completed and signed by both the employee and the supervisor. This authorizes the payroll department to make the necessary leave adjustments outside of the requested pay period.

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 5.4  
Page 2 of 2

**Section 5.4.3 - Recording Leave Not Taken**

In an instance of the planned leave not take place, but the leave form has already been submitted, written documentation with the supervisor's signature should be given to the local payroll office to correct the employee's leave balance.

**End of Procedure**