KCTCS Versus KRS 164.5805 Benefits

Benefit Program Comparisons: Leave Policies

As of June 30, 2003

KCTCS BENEFIT PROGRAM:			KRS 164.5805 (Former 18A and 151B) BENEFIT PROGRAM:		
BENEFIT DESCRIPTION	**TAX: PRE OR POST**	**H.R. POLICY NUMBER**	**BENEFIT DESCRIPTION**	**TAX: PRE OR POST**	**H.R. POICY NUMBER**
VACATION **12 Month Staff:** 0-5 yrs service: 15 days per year *Earned at 1.25 days per month* 6+ yrs service: 20 days per year *Earned at 1.67 days per month* **11 Month Staff:** 0-5 yrs service: 12 days per year *Earned at 1.1 days per month* **6+ yrs service: 18 days per year** *Earned at 1.5 days per month* **10 Month Staff:** 0-5 yrs service: 10 days per year *Earned at 1 day per month* **6+ yrs service: 14 days per year** *Earned at 1.4 days per month* *Vacation balances are limited to 30 days. Vacation must be used within 15 months following the close of the fiscal year in which it was earned.*		**2.14.2.3.3**	**VACATION** **Former 18A (full-time and part-time 100 hours or more a month) AND 151B (full-time only)** All eligible employees: 12 days per year (0-59 months) 15 days per year (60-119 months) 18 days per year (120-179 months) 21 days per year (180+ months) **Former 18A (full-time and part-time 100 hours or more a month) AND 151B (full-time only)** Annual leave may be accumulated and carried forward from one calendar year to the next as provided below: **Months of Service — Max. Amount** 0-59 — 30 workdays 60-119 — 37 workdays 120-179 — 45 workdays 180-239 — 52 workdays 240+ — 60 workdays Leave in excess of above shall be converted to sick leave at the end of the fiscal year or upon retirement. Annual leave will accrue if on an authorized leave with pay. Annual leave will not accrue if on an educational leave with pay. Before an employee may be placed on leave of absence without pay in excess of 30 working days, he shall		**101 KAR 2:100** **Section 1** **780 KAR 3:070** **Section 4**

Attachment D

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Faculty: Full-Time: 22 days per year Regular half-time faculty or regular faculty with greater than half-time contracts and who are employed in a less-than-full-time position earn a pro-rata share of vacation days. Those with less than half-time schedules do not earn vacation. *Except for emergencies, faculty may not take vacation while their classes are in session. Faculty vacation will not be carried year to year without prior written authorization.*		**2.14.2.3**		without pay in excess of 30 working days, he shall have been paid any accumulated annual leave unless he has requested to retain up to 10 days of accumulated leave.		
TERMINAL VACATION PAY Regular full-time and half-time employees who separate employment under good standing from KCTCS are eligible to receive wages or salary for unused accumulated vacation leave at date of separation after meeting specific criteria. Maximum of 1 year allowance of vacation. **Faculty receive pro-rata share of unused time**		**2.14.2.3.2.** **2.14.2** **2.14.2.3** **2.14.2.3.1**		**TERMINAL VACATION PAY** Employees receive pay upon termination of employment. The accumulated annual leave to be paid is not to exceed maximum amounts set forth above.		**101 KAR 2:100** **Section 1** **780 KAR 3:070** **Section 4**

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TEMPORARY DISABILITY LEAVE (TDL) (SICK LEAVE) **Staff:** Full-time employees earn one day (7.5hrs) per month. Regular half-time employees earn a proportionate amount to hours worked. *(May be enhanced with participation in KCTCS Sick Leave Pool or KCTCS Sick Leave Sharing Program)* **Faculty:** May take up to 5 consecutive days for own personal illness when needed. Leave over 5 days is determined on a case by case basis. *If disability continues longer than 5 continuous days, may apply for up to 0 days of sick leave* **(SEE 2.14.1.5)**		**2.14.2.4** **2.14.2.4.2** **2.14.2.4.1**		**TEMPORARY DISABILITY LEAVE (TDL) (SICK LEAVE)** **Former 18A (full-time and part-time 100 hours or more a month):** All employees accumulate one day per month. Includes staff leave sharing pool. 10 day bonus when employee reaches 120 months of service. Unused leave is credited toward service at retirement. *Policy includes staff sick leave pool.* May also be used for absence to care for immediate family member. **Former 151B (full-time only):** All full-time employees accumulate one day per month. Includes staff leave sharing pool. 10 day bonus when employee reaches 120 months of service. Unused leave is credited toward service at retirement. Sick leave shall accrue if an employee is working or on authorized leave with pay. Sick leave shall not accrue if an employee is on educational leave with pay.		**101 KAR 2:100 Section 2** **780 KAR 3:070 Section 5**
COMPENSATORY LEAVE		**2.15.1.8.1**		**COMPENSATORY LEAVE**		**101 KAR 2:100 Section 5**

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Non-exempt employees may elect to accept overtime as compensatory time off (1.5) hours for every hour worked over 40 per week) in the payroll period within which the overtime was earned or in the immediately following payroll period. For non-exempt employees, overtime hours will be computed only on those hours worked in excess of a forty (40) hour work week. Any hours worked between 37.5 and 40 hours in the week would be paid on a straight rate basis or as compensatory time off.				**Former 18A:(Hourly and Salaried Staff)** Salary/non-exempt employees are given compensatory leave time on an hour for hour basis for hours they work over 37.5 to 40.0 hours in lieu of overtime pay. Work over 40 hours would be at 1.5 hours. *Maximum amount, which can be carried forward, is 240 hours.* Upon separation from service, an employee shall be paid for all compensatory leave at the greater of his regular hourly rate of pay or average regular pay for final three years of employment. **Former 151B: (Faculty and Administrative)** Salary/Exempt employees are given compensatory leave time on an hour for hour basis for hours they work over their regular work schedule. (May be converted to pay when certain calculations are reached.) *Maximum Amount is 200 hours*		**780 KAR 3:070 Section 3**
HOLIDAY LEAVE 11 ½ Paid holidays per year; 12 ½ Paid holidays in presidential election year: *New Years Day, Martin Luther King Day, President's Day, Good Friday (1/2 day), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Day before*		**2.14.2.9**		**HOLIDAY LEAVE** Same as KCTCS.		

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Christmas Eve, Christmas Eve, Christmas Day, Presidential Election Day						
BEREAVEMENT LEAVE *(Funeral Attendance Absence)* Up to 3 days for specified relatives or associates. (Up to 5 days when extensive travel is required) Up to one half day for specified relatives and associates.		**2.14.2.15**		**BEREAVEMENT LEAVE** *(Funeral Attendance Absence)* Up to 3 days for specified relatives. Must use sick leaves.		**101 KAR 2:100** **Section 2** **780 KAR 3:070** **Section 5**
WORKED PERFORMED ON HOLIDAYS Non-exempt employees will be paid over-time (regardless of hours worked in week).		**2.15.1.8.2**		**WORKED PERFORMED ON HOLIDAYS**		
INSTITUTIONAL LEAVE/SPECIAL HOLIDAYS Employees receive paid leave during periods of scheduled institutional shutdowns for scheduled maintenance and other purposes. Such periods include the days between Christmas and New Year's Day		**2.14.2.14**		**INSTITUTIONAL LEAVE/SPECIAL HOLIDAYS** Same as KCTCS.		
SPRING AND FALL BREAK		**2.14.2.9**		**SPRING AND FALL BREAK**		**2.14.2.9**

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Faculty who remain available for meetings and other KCTCS business on site are paid during spring and fall break periods. People are assumed available unless on authorized vacation leave. Faculty leaving the area must use annual vacation or unpaid leave.				**Former 18A:** Same as KCTCS. **Former 151B:** Same as KCTCS.		
SABBATICALS Faculty are eligible for leaves of absence after six years of continuous service with KCTCS and/or antecedent organizations or for leaves of absence under a different option after three years of continuous service. All such sabbatical leaves must be approved by the appropriate Chancellor. After six years of continuous eligible service, an appointee may apply for one year's leave at 1/2 salary or 6 months leave at full salary. After three years of continuous eligible service, an appointee may apply for six months' leave, a mini sabbatical at one- half salary. *May be coordinated with other leave policies.*		**2.14.2.6**		**SABBATICALS** Same as KCTCS.		**2.14.2.6**
SICK LEAVE POOL Voluntary benefit. Employees who accrue sick leave may elect to participate. Intended as a source		**2.14.2.4.3**		**SICK LEAVE POOL** KCTCS employees are no longer eligible to participate in the state sick leave sharing program.		

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of salary continuance for pool members whose serious, personal health conditions prevent them from working and whose sick and vacation leave balances have been (or will be within 15 days) exhausted. Employees must have a sick leave balance of at least 50 hours to elect to join the pool. Enrollment is on an annual basis. Awards of 150 hours (20 workdays) may be awarded up to 3 times per year.						
SICK LEAVE SHARING PROGRAM Voluntary benefit. Use of donated leave is subject to approval. Regular status employees who have completed their introductory period may apply for sick leave sharing if they are to be out for 10 consecutive work days, have exhausted all accrued leave time, have a medical condition as defined by the Family Medical Leave Act and have not been disciplined for excessive absenteeism within the past twelve months. The condition resulting in the leave must require the employee to be absent for at least 10 full consecutive days. Employees wanting to donate sick time must accrue sick time and have a balance of 75 hours of sick leave time after the donation. The minimum amount to be donated is 7.5 hours		**2.14.2.4.4**		**SICK LEAVE SHARING PROGRAM** Same as KCTCS.		**2.14.2.4.4**

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and there is no maximum on amount donated. The minimum is to be used by recipient .25 hours. The unused donated leave shall be restored to the donors.						
JURY DUTY KCTCS will pay normal salary for time served on Jury Duty. Employees will be permitted to retain their jury duty compensation.				**JURY DUTY** Same as KCTCS.		
COURT APPEARANCES Compensated by KCTCS for KCTCS business. Personal appearances require use of vacation leave or leave without pay.		**2.14.2.17**		**COURT APPEARANCES** Same as KCTCS.		
FMLA LEAVE A Family or medical leave of absence is an official authorization to be absent from work with (or without) pay for a specified amount of time. Eligible employees may be entitled to job protected family or medical leaves of absence if they are unable to work due to specified family or medical concerns.		**2.14**		**FMLA LEAVE** Same as KCTCS.		

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Benefit available after one year of service and 1250 hours during that year Total amount of leave cannot exceed 12 work weeks in any 12 month period. *Intermittent or reduced schedule leave may also be requested runs concurrently with other leave policies.*						
VOTING LEAVE Presidential Election Day is a paid holiday. **Staff:** If cannot be accomplished in off- duty hours, KCTCS grants time off with pay (not to exceed 2 hrs.) to vote on election day. **Faculty:** Will be granted up to 4 hours.		**2.14.2.16**		**VOTING LEAVE** Up to 4 hours for the purpose of voting where voting cannot be accomplished in off duty hours.		**101 KAR 2:100** **Section 7** **780 KAR 3:070** **Section 10**
MILITARY LEAVE OF ABSENCE If an employee is inducted into the U.S. Armed Forces, they will be eligible for re-employment after completing military service if: eligibility requirements of the Uniformed Services Employment and Reemployment Act of 1994 are met. (Timeframes and provisions for reemployment and reinstatement vary depending on the length of military leave and are described in the policy.)		**2.14.2.10**		**MILITARY LEAVE OF ABSENCE** Same as KCTCS.		

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MILITARY RESERVES OR NATIONAL GUARD (UNIFORMED SERVICE) LEAVE OF ABSENCE Employees who serve in U.S. Military organizations or the National Guard may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws (10 days of paid Military Leave are provided per Federal Fiscal Year; once paid military leave is exhausted, time off for military duty is without pay). *These employees may use any accrued and unused personal leave or vacation time for leave exceeding their annual paid military leave, but they are not obligated to do so.*		**2.14.2.11**		**MILITARY RESERVES OR NATIONAL GUARD (UNIFORMED SERVICE) LEAVE OF ABSENCE** Same as KCTCS.		
FLEX-LEAVE KCTCS provides Flex leave for persons established in positions classified as 9 months or more but less than 12 month positions. During the period of scheduled time off without pay, an employee is treated as a regular full-time employee for Personnel Policy purposes for certain provisions.		**2.14.1.4**		**FLEX-LEAVE**		

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FLEX TIME SCHEDULING KCTCS encourages flexible scheduling of work hours, based upon business needs and supervisory approval. Employees may have the opportunity to propose the hours that they prefer to work.		**2.19.2**		**FLEX TIME SCHEDULING** Same as KCTCS.		
PAY CYCLE KCTCS pays its employees on an arrears basis. Payday is normally the 15th and 30th day of the month. This schedule comprises 24 pay cycles per year. ***Example: the time period covering the 16th through the end of the month is paid the 15th of the following month.***		**2.15**		**PAY CYCLE** Same as KCTCS.		
UNPAID MEDICAL LEAVES OF ABSENCE KCTCS may grant an unpaid leave of absence for illness, disability, or pregnancy. A statement of ill health or disability from your doctor must be submitted along with requested leave dates to your supervisor. An approved disability leave may be granted for up to ninety (90) days. If necessary, you may request extensions in thirty (30) day		**2.14.1.3**		**UNPAID MEADICAL LEAVES OF ABSENCE** Appointing authority may grant sick leave without pay for a period not to exceed one year.		**101 KAR 2:100** **Section 2** **780 KAR 3:070** **Section 5**

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increments for a maximum of one (1) year. You are required to give as much notice as possible of your pending need for a disability leave of absence. At the time of the disability leave begins, any accrued paid time off will be used first. These benefits do not continue to accrue during your leave of more than thirty (30) days. This applies to all employees. Any provisions which may be applied *by application of FMLA leave will be utilized.* *The Staff Sick Leave Pool may also be solicited, if applicable, for Tech College employees hired on or after 7/1/98 and for Community College and System Office employees hired on or after 1/14/98. KCTCS Sick Leave Sharing may be solicited, if applicable.*						
UNEMPLOYMENT COMPENSATION KCTCS is obligated by law to fund the Unemployment Compensation of any eligible former staff employee.		**3.5.1.2**		**UNEMPLOYMENT COMPENSATION** Same as KCTCS.		
CONTINUOUS SERVICE		**2.14.2.2**		**CONTINUOUS SERVICE**		

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If the one time option to change personnel policies to KCTCS is exercised, length of service benefit calculations shall be the combined, uninterrupted service for KCTCS and/or the U.K. Community College System and the Commonwealth of Kentucky.				Same as KCTCS.		
RUNNING FOR OR SERVING IN ELECTIVE OR APPOINTIVE OFFICE KCTCS employees are free to engage in political activities so far as they are able to so within the law consistent with job related obligations. Leaves of Absence may be granted, if necessary.		**2.11.3.1**		**RUNNING FOR OR SERVING IN ELECTIVE OR APPOINTIVE OFFICE**		
SPECIAL LEAVES/EMERGENCY LEAVES A regular status employee may be authorized special leave for reasons other than normally provided by other personnel policies. Special leave may be approved as paid or unpaid leave. Special leave may include leaves for reasons such as extended personal illness, necessary additional education, care of a relative in the immediate family (members defined in KCTCS Administrative Policy and Procedure 2.14.2.4.2), attendance at a professional meeting, or service temporarily with an outside agency. Other special		**2.14.2.12** **2.14.2.13**		**SPECIAL LEAVES/EMERGENCY LEAVES** A regular staff employee may be authorized special leave for reasons other than normally provided by other personnel policies. Authorization and approved maximums may vary due to the nature of the leave. **Faculty:** (Educational/Scholarly Fellowship Leave) Aside from sick leave (see above), faculty may be eligible for leaves with pay for certain situations, which will be evaluated on a case-by-case basis and authorized accordingly. 30 day Maximum.		**85.0** **KCTCS:** **2.14.2.12** **2.14.2.13** **89.1 5(b)** **KCTCS:** **2.14.2.7** **2.14.2.8**

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leaves may be considered as requested, whenever special circumstances exist not otherwise provided for in these policies. Approval of special leave with pa for absences due to personal or family illness is reserved for catastrophic and/or extended illnesses. For special leave requests due to illness, an employee must have exhausted all available leave balances prior to the effective date in order to receive approval for special leave with pay. Special leave for educational purposes must be directly related and beneficial to an employee's employment at KCTCS in order to be approved for special leave with pay, and may require the use of annual and compensatory leave.						

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