| KCTCS Versus KRS 164.5805 Benefits |] | O | am Comparisons: e Policies | As of Ma | arch 31, 2006 | | |
|--|---------------------|--------------------------|---|---------------------|---|--|--|
| 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.POLICY/ ADMIN. REG. NUMBER | | |
| VACATION | | 2.14.2.3.3 | VACATION | | 101 KAR 2:100 Section 1 | | |
| 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 40 days. Faculty: Full-Time: 22 days per year | | | 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 sich 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 have been paid any accumulated annual leave | | 780 KAR 3:070 Section 4 | | |

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KCTCS Versus KRS 164.5805 Benefits As of March 31, 2006 **Benefit Program Comparisons: Leave Policies KCTCS BENEFIT PROGRAM:** KRS 164.5805 (Former 18A and 151B) BENEFIT PROGRAM: H.R.POLICY/ TAX: PRE H.R. TAX: PRE ADMIN. **POLICY BENEFIT DESCRIPTION** OR POST BENEFIT DESCRIPTION OR POST REG. **NUMBER NUMBER** Regular status half-time faculty or regular faculty unless he has requested to retain up to 10 days of with greater than half-time contracts and who are 2.14.2.3 accumulated leave. 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. 101 KAR 2:100 TERMINAL VACATION PAY 2.14.2.3.2. TERMINAL VACATION PAY Section 1 Employees receive pay upon termination of Regular full-time and half-time employees who 780 KAR 3:070 employment. The accumulated annual leave to be separate employment under good standing from Section 4 paid is not to exceed maximum amounts set forth KCTCS are eligible to receive wages or salary for above. 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 2.14.2.3 2.14.2.3.1 TEMPORARY DISABILITY LEAVE (TDL) 2.14.2.4 TEMPORARY DISABILITY LEAVE (TDL) 2.14.2.4.2 (SICK LEAVE) (SICK LEAVE)

Former 18A (full-time, and part-time 100 hours

Staff:

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KCTCS Versus KRS 164.5805 Benefits Benefit Program Comparisons: Leave Policies As of March 31, 2006

| KCTCS BENEFIT PROGRAM: | | | KRS 164.5805 (Former 18A and 151B) BENEFIT PROGRAM: | | | |
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| 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) | | 2.14.2.4.1 | 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 | |
| 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 | | | Former 18A:(Hourly and Salaried Staff) Salary/non-exempt employees are given compensatory leave time on an hour for hour basis | | | |

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KCTCS Versus KRS 164.5805 Benefits Benefit Program Comparisons: Leave Policies As of March 31, 2006

| KCTCS BENEFIT PROGRAM: | | | KRS 164.5805 (Former 18A and 151B) BENEFIT PROGRAM: | | | |
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| 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. | | | 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 | | 2.14.2.9 | HOLIDAY LEAVE | | | |
| 11 ½ Paid holidays per year; 12 ½ Paid holidays in presidential election year: | | | Same as KCTCS. | | | |
| 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 Christmas Eve, Christmas Eve, Christmas Day, Presidential Election Day | | | | | | |

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KCTCS Versus KRS 164.5805 Benefits As of March 31, 2006 **Benefit Program Comparisons: Leave Policies KCTCS BENEFIT PROGRAM:** KRS 164.5805 (Former 18A and 151B) BENEFIT PROGRAM: H.R.POLICY/ TAX: PRE H.R. TAX: PRE ADMIN. **POLICY BENEFIT DESCRIPTION** OR POST BENEFIT DESCRIPTION OR POST REG. **NUMBER NUMBER** 101 KAR 2:100 BEREAVEMENT LEAVE 2.14.2.15 BEREAVEMENT LEAVE Section 2 (Funeral Attendance Absence) (Funeral Attendance Absence) 780 KAR 3:070 Up to 3 days for specified relatives or associates. Up to 3 days for specified relatives. Section 5 (Up to 5 days when extensive travel is required) Must use sick leaves. Up to one half day for specified relatives and associates. WORKED PERFORMED ON HOLIDAYS 2.15.1.8.2 WORKED PERFORMED ON HOLIDAYS Non-exempt employees will be paid over-time (regardless of hours worked in week). 2.14.2.14 INSTITUTIONAL LEAVE/SPECIAL INSTITUTIONAL LEAVE/SPECIAL **HOLIDAYS HOLIDAYS** Employees receive paid leave during periods of Same as KCTCS. scheduled institutional shutdowns for scheduled maintenance and other purposes. Such periods include the days between Christmas and New Year's Day SPRING AND FALL BREAK 2.14.2.9 SPRING AND FALL BREAK 2.14.2.9 Former 18A: Faculty who remain available for meetings and For absences during spring and fall break, staff

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KCTCS Versus KRS 164.5805 Benefits As of March 31, 2006 **Benefit Program Comparisons: Leave Policies KCTCS BENEFIT PROGRAM:** KRS 164.5805 (Former 18A and 151B) BENEFIT PROGRAM: H.R.POLICY/ TAX: PRE H.R. TAX: PRE ADMIN. **POLICY** BENEFIT DESCRIPTION OR POST BENEFIT DESCRIPTION OR POST REG. **NUMBER NUMBER** other KCTCS business on site are paid during must request vacation/annual leave. spring and fall break periods. People are assumed available unless on authorized vacation leave. Former 151B: Faculty leaving the area must use annual vacation Faculty - Same as KCTCS faculty. or unpaid leave. Staff - For absences during spring and fall break, staff must request vacation/annual leave. For absences during spring and fall break, staff must request vacation/annual leave. **SABBATICALS** 2.14.2.6 SABBATICALS 2.14.2.6 Faculty are eligible for leaves of absence after six Same as KCTCS. 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. SICK LEAVE POOL 2.14.2.4.3 SICK LEAVE POOL

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KCTCS Versus KRS 164.5805 Benefits As of March 31, 2006 **Benefit Program Comparisons: Leave Policies KCTCS BENEFIT PROGRAM:** KRS 164.5805 (Former 18A and 151B) BENEFIT PROGRAM: H.R.POLICY/ TAX: PRE H.R. TAX: PRE ADMIN. BENEFIT DESCRIPTION OR POST **POLICY** BENEFIT DESCRIPTION OR POST REG. **NUMBER NUMBER** Same as KCTCS. Voluntary benefit. Employees who accrue sick leave may elect to participate. Intended as a source 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 2.14.2.4.4 SICK LEAVE SHARING PROGRAM 2.14.2.4.4 Voluntary benefit. Use of donated leave is subject Same as KCTCS. to approval. Regular status employees who have completed their introductory period may apply for KCTCS employees are no longer eligible to participate in the state sick leave sharing program. 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

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met. (Timeframes and provisions for

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| employee for Personnel Policy purposes for certain provisions. | | | | | | |
| FLEX TIME SCHEDULING | | 2.19.2 | 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. | | | Same as KCTCS. | | | |
| PAY CYCLE | | 2.15 | 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. | | | Same as KCTCS. | | | |
| Example: the time period covering the 16th through the end of the month is paid the 15th of the following month. | | | | | | |
| UNPAID MEDICAL LEAVES OF ABSENCE | | 2.14.1.3 | UNPAID MEADICAL LEAVES OF ABSENCE | | 101 KAR 2:100 Section 2 | |
| 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 | | | Appointing authority may grant sick leave pay for a period not to exceed one year. | without | 780 KAR 3:070 Section 5 | |

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KCTCS Versus KRS 164.5805 Benefits Benefit Program Comparisons: Leave Policies As of March 31, 2006

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| supervisor. An approved disability leave may be granted for up to ninety (90) days. If necessary, you may request extensions in thirty (30) day 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 Sick Leave Pool may be solicited, if applicable. | | | | | | |
| KCTCS Sick Leave Sharing may also be solicited, if applicable. | | | | | | |
| UNEMPLOYMENT COMPENSATION | | 3.5.1.2 | UNEMPLOYMENT COMPENSATION | | | |
| KCTCS is obligated by law to fund the Unemployment Compensation of any eligible former staff employee. | | | Same as KCTCS. | | | |

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| attendance at a professional meeting, or service temporarily with an outside agency. Other special leaves may be considered as requested, whenever special circumstances exist not otherwise provided for in these policies. | | | which will be evaluated on a case-by-case basis and authorized accordingly. 30 day Maximum. | | | |
| 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. | | | | | | |