KCTCS Versus University of Kentucky Benefits

Benefit Program Comparisons: Leave Policies

Revised As of March 23, 2005

KCTCS BENEFIT PROGRAM:			UK SPONSORED PROGRAM		
BENEFIT DESCRIPTION	**TAX: PRE OR POST**	**H.R. POLICY NUMBER**	**BENEFIT DESCRIPTION**	**TAX: PRE OR POST**	**H.R. POLICY NUMBER**
VACATION		**2.14.2.3.3**	**VACATION**		**80.0 KCTCS**
12 Month Staff:			**Regular Full-Time Non-Exempt Staff:**		**2.14.2.3.3 80.1.2.1.2**
0-5 yrs service: 15 days per year *Earned at 1.25 days per month*			1-3 yrs service: 10 days per year 4-9 yrs service: 15 days per year 10+ yrs service: 20 days per year		
6+ yrs service: 20 days per year *Earned at 1.67 days per month*			**Regular Full-Time Exempt Staff:**		**80.1.2.1.1 80.12.1.2.**
11 Month Staff:			1-5 yrs service: 15 days per year 6+ yrs service: 20 days per year		
0-5 yrs service: 12 days per year *Earned at 1.1 days per month*			**Full-time Personnel hired prior to 11/1/61** 4 weeks plus 2 days		**80.4**
6+ yrs service: 18 days per year *Earned at 1.5 days per month*			**Administrative Staff Hired 11/1/61-6/30/83** 4 weeks plus 2 days		**80.4**
10 Month Staff:			**Regular Half-Time Staff:** Annual vacation shall be provided in proportion to the percentage of time worked per week compared to the departmental normal workweek.		**80.1.2.3**
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 must be used within 15 months following the close of the fiscal year in which it was earned.*		**8.3.3**
Regular Half-Time Staff or Less Than Full-Time:					
Half-time staff earns a pro-rata share of vacation					

Attachment C

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days. Staff with less than half-time schedules does not earn vacation. *Vacation balances are limited to 40 days.* **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**		**Faculty:** 22 days per year for all full-time faculty members on a ten month, eleven month or twelve month assignment basis Faculty on a 12 month assignment may take vacation leave either during the assignment period in which the vacation is earned or during the subsequent assignment period. *With proper approval a 10 or 11 month assignment faculty member may also take unused vacation leave during the assignment period following that in which the vacation leave is earned.*		**8.9.1** **KCTCS: 2.14.2.3**
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.		**2.14.2.3.2.**		**TERMINAL VACATION PAY** Regular full-time and half-time employees who separate employment from KCTCS are eligible to receive wages or salary for unused accumulated vacation leave at date of separation after meeting specific criteria up to a maximum of 1 year allowance of vacation leave.		**81.1** **89.1**

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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**		**Faculty** receives the equivalent of pro rata of unused vacation time. **Faculty** pay for unused vacation leave shall be limited to a maximum of 22 days at the end of employment.		**KCTCS:** **2.14.2** **2.14.2.3**
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 also be used for absence to care for immediate family member. *(May be enhanced with participation in KCTCS Sick Leave Pool or KCTCS Sick Leave Sharing Program)*		**2.14.2.4** **2.14.2.4.2**		**TEMPORARY DISABILITY LEAVE (TDL) (SICK LEAVE)** **Staff:** Regular full-time employees earn one day 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)* May also be used for absence to care for immediate family member in accordance with the following guidelines: The maximum time, which may be used, for this accrued temporary disability leave is thirty (30) working days over a period of one (1) year. Upon extenuating circumstances, this maximum time may be extended with approval of the department supervisor, dean or director, and the president, provost, or executive vice president.		**82.0** **82.1.10** **82.1.11** **82.1.15** **82.1.15.2**

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				In cases in which two family members are employed within the same department of the University of Kentucky, use of TDL on the same days for the purposes of caring for the same relative must be approved by the dean or director.		**82.1.15.3**
Staff TDL Conversion: For KCTCS staff that were formerly under UK Personnel system, but changed to KCTCS personnel system without retiring under the UK personnel system leave can be used towards service credit at retirement under KCTCS personnel system if balance is greater than 66 days (staff only). This minimum requirement of TDL days is based on the total TDL balance at the time of retirement (including accrual under the KCTCS personnel system) A regular status full-time employee with a minimum TDL balance at the time of retirement (including accrual under the KCTCS personnel system) can receive up to 22 days with full pay and service credit for the balance at retirement. (Not available if retiring and on LTD.) For employees hired prior to July 1, 1995, who have met the above minimum requirement of TDL days, at retirement the employee will directly receive a payment equal to the amount which KCTCS would have contributed to the employee's retirement plan if the individual had worked the same period for the days in excess of the 22.		**3.7.3.5** (See UK 7.1.1) (See UK 87.1.1.1) (See UK 87.1.2)		**Staff TDL Conversion:** Leave can be used towards service credit at retirement if balance is greater than 66 days (staff only). At Retirement, an employee with a TDL balance greater than 66 days can take a cash award for up to 22 days if TDL balance is at least 66 days (staff only). For employees hired prior to July 1, 1995, at retirement, the employee will directly receive a payment equal to the amount, which KCTCS would have contributed to the employee's retirement plan if the individual had worked the same period for the days in excess of 22. In lieu of the conversion of TDL days (by either applying them toward their service credit and/or by receiving a payout), employees may carryover and bank part or all of their unconverted TDL days in order to later use these days during future absences after opting over to the KCTCS personnel system (in accordance with the applicable KCTCS policies). If eligible employees want to get the full cash payout for up to 22 TDL		**87.1** **87.1.2** **87.1.1.1**

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*Note: For a staff employee who works in a regular half-time position, conversion is available if the employee has TDL accrual, which is a pro rated equivalent to 66 days. For example, an employee who works 50 percent (.5 full-time equivalents) must maintain an accrual of thirty-three (33) days to be eligible for conversion.				days and/or the 10% conversion payout including days in excess of 22, they must do so at the time of retirement from UK personnel system. These UK personnel system retirees will not be eligible at a later date for the TDL conversion/payout of this banked time. Eligibility for this TDL conversion/payout is restricted to occur only at the time of the initial retirement (under the UK personnel system). *Note: For a staff employee who works in a regular half-time position, conversion is available if the employee has TDL accrual, which is a pro rated equivalent to 66 days. For example, an employee who works 50 percent (.5 full-time equivalent) must maintain an accrual of thirty-three (33) days to be eligible for conversion.		
Annual Staff Temporary Disability Leave (TDL) Conversion (Sick Leave): Effective 11/02, for staff who have opted over from the UK personnel system, they retain the right to annual conversion of TDL based on UK Policy 87.1.3.		**2.14.2.4.2.1**		**Annual Staff Temporary Disability Leave (TDL) Conversion (Sick Leave):** Upon accumulation and maintenance of a balance of 66 TDL an employee may voluntarily convert accrued TDL days to vacation leave days on an annual basis. Conversion is 3 TDL days to 1 vacation day for a maximum of 12 TDL days.		**87.1.3**
Upon accumulation and maintenance of a balance of 66 TDL an employee may voluntarily convert accrued TDL days to vacation leave days on an annual basis. Conversion is 3 TDL days to 1 vacation day for a maximum of 12 TDL days. Conversion of 12 TDL days to 4 vacation days by				Conversion of 12 TDL days to 4 vacation days by an employee who did not use any TDL days during the fiscal year will result in one additional vacation day for a total of 5 new vacation days.		**87.1.3.4**

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an employee who did not use any TDL days during the fiscal year will result in one additional vacation day for a total of 5 new vacation days. **Faculty TDL:** 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 30 days of sick leave* **(SEE 2.14.1.5)**		**2.14.2.4**		**Faculty TDL:** Leave is determined on a case-by-case basis. Long Term Disability provisions may apply.		**Gov Regs X-C KCTCS 2.14.2.4**
TEMPORARY DISABILITY LEAVES *(Unpaid Medical Leave 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 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		**2.14.1.3**		**TEMPORARY DISABILITY LEAVES** *(Unpaid Medical Leave of Absence)* Regular full-time and half-time employees who suffer temporary sickness or incapacitation thus making them unable to perform assigned duties shall be granted temporary disability leave without pay. The period shall not exceed 90 days, or the number of days, which is covered by temporary disability (sick) leave as designated in UK Human Resources Policy 82.0, <u>whichever is greater</u>. *(FMLA, Sick Leave Pool, and Sick Leave Sharing Program may apply)* **Faculty:** Faculty may also have authorized leaves without		**82.0** **82.1.1**

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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.*				pay for miscellaneous situations. There is a 1 year maximum. Increases in this time may be authorized.		
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 Christmas Eve, Christmas Eve, Christmas Day, Presidential Election Day*		**2.14.2.9** **HR Procedure # 8**		**HOLIDAY LEAVE** Employees under UK personnel system are entitled to all KCTCS holidays. 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 Christmas Eve, Christmas Eve****, Christmas Day, Presidential Election Day (KCTCS Policies apply. (Holidays in bold <u>not</u> UK Holidays.)*		**KCTCS 2.14.2.9**
WORKED PERFORMED ON HOLIDAYS		**2.14.2.9**		**WORKED PERFORMED ON HOLIDAYS**		**83.13**

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Non-exempt employees will be paid over-time (regardless of hours worked in week). Employees who work on an official holiday shall have their paid holiday time off scheduled for another day within six weeks of the holiday.		**2.15.1.8.2** **HR Procedure # 8**		If a regular full-time (exempt or non-exempt) employee is required to work on a holiday, the employee will receive equivalent time off on another scheduled work day within six weeks of the holiday. Non-exempt and exempt employees will be paid regular rate of pay (not over-time).		**HR Procedure #8**
BEREAVEMENT LEAVE *(Funeral Attendance Absence)* Up to 5 days for specified family members. (Up to 7 days for extenuating circumstances up to 2 days for specified family members.) Up to one half day for specified family members, associates, and close friends		**2.14.2.15**		**BEREAVEMENT LEAVE** **(FUNERAL ATTENDANCE LEAVE)** Up to 5 days for specified family members (up to 7 days when extensive travel is required). Up to 2 days for specified family members (up to 4 days when extensive travel is required). Up to one half day, at the discretion of the department head, for other relatives, associates, or close friends (no additional time for extensive travel).		**84.0**
COMPENSATORY LEAVE Non-exempt employees may elect to accept overtime as compensatory time off (1.5 hours for every approved hour worked over 40 per week) in the payroll period within which the overtime was earned or in the immediately following payroll period. Otherwise the employee will be paid for the overtime in the next pay period.		**2.15.1.8.1**		**COMPENSATORY LEAVE** **Non-Exempt Employees-** Compensatory time is recognized if used in the same pay period as earned. *Employees hired on or after 1/14/98- see KCTCS policy*		**30.4.10.4**

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For non-exempt employees, overtime hours will be computed only on those hours worked in excess of a forty (40) hour workweek. 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.						
INSTITUTIONAL LEAVE/SPECIAL HOLIDAYS Eligible 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 Employees who work on an official holiday shall have their paid holiday time off scheduled for another day within six weeks of the holiday.		**2.14.2.14** **HR Procedure #8**		**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 Employees who work on an official holiday shall have their paid holiday time off scheduled for another day within six weeks of the holiday.		**KCTCS: 2.14.2.14** **HR Procedure #8**
SPRING AND FALL BREAK 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.		**2.14.2.9**		**SPRING AND FALL BREAK** 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.		**2.14.2.9**

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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 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** 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.		**2.14.2.6**
SICK LEAVE POOL 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		**2.14.2.4.3**		**SICK LEAVE POOL** 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		**2.14.2.4.3**

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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 throughout the year, to be effective at the beginning of the following pay period. Awards of 150 hours (20 workdays) may be awarded up to 3 times per year.				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 and there is no maximum on amount donated. The minimum is to be used by recipient .25 hours. The		**2.14.2.4.4**		**SICK LEAVE SHARING PROGRAM** Same as KCTCS.		**2.14.2.4.4**

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unused donated leave shall be restored to the donors.						
JURY DUTY Any KCTCS regular status employee will be paid normal salary for time served on Jury Duty. Employees will be permitted to retain their jury duty compensation.		**2.14.2.17.1**		**JURY DUTY** Any KCTCS regular status employee will be paid normal salary for time served on Jury Duty. Employees will be permitted to retain their jury duty compensation.		**73.0**
COURT APPEARANCES Compensated by KCTCS for KCTCS business. Personal appearances require use of vacation leave or leave without pay.		**2.14.2.17.2**		**COURT APPEARANCES** Compensated by KCTCS for KCTCS business. Personal appearances require use of vacation leave or leave without pay.		**74.0**
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. Benefit available after one year of service and		**2.14.1.1**		**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. Benefit available after one year of service and		**2.14.1.1**

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1250 hours during that year Total amount of leave cannot exceed 12 work weeks in any 12 month period **and runs concurrently with other leave policies**. *Intermittent or reduced schedule leave may also be requested.*				1250 hours during that year Total amount of leave cannot exceed 12 work weeks in any 12 month period **and runs concurrently with other leave policies**. *Intermittent or reduced schedule leave may also be requested.*		
VOTING LEAVE Presidential Election Day is a paid holiday. For other elections: **Faculty and 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.		**2.14.2.16**		**VOTING LEAVE** Presidential Election Day is a paid holiday. For other elections: **Faculty and Staff:** If cannot be accomplished in off- duty hours, KCTCS grants time off with pay (not to exceed 4 hrs.) to vote on election day.		**72.0**
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** 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**

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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** Employees who serve in U.S. Military organizations or the National Guard may take the necessary time off (up to 10 days with pay in a federal fiscal year) and without pay to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws. 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**
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** 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.		**86.0**

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BENEFIT DESCRIPTION	**TAX: PRE OR POST**	**H.R. POLICY NUMBER**		**BENEFIT DESCRIPTION**	**TAX: PRE OR POST**	**H.R. POLICY NUMBER**
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** 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**
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** KCTCS pays UK benefits participants on a current 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 on the 30th of that month.***		**AR II 1.3-1**
UNEMPLOYMENT COMPENSATION KCTCS is obligated by law to fund the Unemployment Compensation of any eligible former staff employee.		**3.5.1.2**		**UNEMPLOYMENT COMPENSATION** KCTCS is obligated by law to fund the Unemployment Compensation of any eligible former staff employee.		**100.0** **KCTCS:** **3.5.1.2**
RECALL/REINSTATEMENT AND REHIRE REINSTATEMENT				**RECALL/REINSTATEMENT AND REHIRE REINSTATEMENT**		**15.0** **15.1** **15.1.2**

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N/A KCTCS Policy				For employee benefit purposes a recalled reinstated laid off and/or voluntarily separated not for cause employee, shall have restored the benefits which are based upon the original employment date for the job from which the was laid off. Vacation is determined from the original employee date of hire, unused sick leave balance at the time of layoff is restored (with no accrual for layoff period), eligibility for benefits is restored to original hire date with no reimbursement or back payment of cost of benefits for the laid off period. This applies to employees who are rehired within one year of layoff. If separation is over one year, they are treated as new employees.		**15.1.3** **15.1.4**
SPECIAL LEAVES/ A regular 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 leaves may be considered as requested, whenever		**2.14.2.12**		**SPECIAL LEAVES/** **Faculty and Staff:** A regular staff 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 leaves may be considered as requested, whenever		**2.14.2.12**

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special circumstances exist not otherwise provided for in these policies. Approval of special leave with pay 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.				special circumstances exist not otherwise provided for in these policies. Approval of special leave with pay 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. **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.		**89.1 5(b)** **KCTCS:** **2.14.2.7** **2.14.2.8**
EMERGENCY LEAVE During emergency closings, employees who were otherwise scheduled to work at the affected physical location do not report to work except for those employees designated and required to perform essential services. While on such leaves,		**2.14.2.13** **HR Procedure #8**		**EMERGENCY LEAVE** During emergency closings, employees who were otherwise scheduled to work at the affected physical location do not report to work except for those employees designated and required to		**2.14.2.13** **HR Procedure #8**

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eligible regular employees shall be granted paid leave time at the regular pay rate subject to the applicable KCTCS policies and procedures, the KCTCS President's annual holiday memo, and the provisions contained within the KCTCS *Human Resources Procedure #8* memo.				perform essential services. While on such leaves, eligible regular employees shall be granted paid leave time at the regular pay rate subject to the applicable KCTCS policies and procedures, the KCTCS President's annual holiday memo, and the provisions contained within the KCTCS *Human Resources Procedure #8* memo.		
CONVERSION OF TEMPORARY DISABILITY LEAVE (Staff Only) For employees who have opted over from the UK personnel system, they retain the right to annual conversion of TDL based on UK Policy 87.1.3. Regular full-time and half-time employees who have accrued a minimum of 66 days of temporary disability leave have a conversion option for extra vacation leave or credit towards retirement. Regular half-time position employees have the same option, which is pro-rata equivalent to 66 days. **Annual:** Upon accumulation and maintenance of a balance of 66 TDL an employee may voluntarily convert accrued TDL days to vacation leave days on an annual basis. Conversion is 3 TDL days to 1 vacation day for a maximum of 12 TDL days. Conversion of 12 TDL days to 4 vacation days by an employee who did not use any TDL days		**2.14.2.4.2.1** **(See UK 87.1.3)**		**CONVERSION OF TEMPORARY DISABILITY LEAVE (Staff Only)** Regular full-time and half-time employees who have accrued a minimum of 66 days of temporary disability leave have a conversion option for extra vacation leave or credit towards retirement. Regular half-time position employees have the same option, which is pro-rata equivalent to 66 days. **Annual:** Upon accumulation and maintenance of a balance of 66 TDL an employee may voluntarily convert accrued TDL days to vacation leave days on an annual basis. Conversion is 3 TDL days to 1 vacation day for a maximum of 12 TDL days. Conversion of 12 TDL days to 4 vacation days by an employee who did not use any TDL days		**87.0** **87.1.3** **87.1.3.4**

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during that fiscal year will result in one additional vacation day for a total of 5 new vacation days.				during that fiscal year will result in one additional vacation day for a total of 5 new vacation days.		
Retirement: For regular full-time KCTCS employees who were formerly under UK personnel system, but changed to the KCTCS personnel system, if the employee (staff only) has a minimum 66 days of accrued temporary disability, at the time of retirement, the employee may apply all of the balance towards the employee's service date and/or age requirements for purposes of retirement requirements for purposes of retirement TDL days is based on the total TDL balance at the time of retirement (including accrual under KCTCS personnel system). If the above employee was hired prior to 7/1/95, at retirement the employee will directly receive the amount of the normal retirement contribution in addition to the service credit for any days in excess of the 22 days referred to below. These regular status employees with a minimum TDL balance of 66 days can receive up to 22 days with full pay and service credit for the balance. This minimum requirement of TDL days is based on the total TDL balance at the time of retirement (including accrual under KCTCS personnel system). *(Not available if retiring and on LTD)* *Note: For a staff employee who works in a		**3.7.3.5** **(See UK 87.1.1)** **(See UK 87.1.1.1)** **(See UK 87.1.2)**		**Retirement:** If the employee (staff only) has a minimum 66 days of accrued temporary disability, at the time of retirement, the employee may apply all of the balance towards the employee's service date and/or age requirements for purposes of retirement eligibility. For employees hired prior to 7/1/95, at retirement the employee will directly receive the amount of the normal retirement contribution in addition to the service credit for any days in excess of the 22 days referred to below. An employee with a minimum TDL balance of 66 days can receive up to 22 days with full pay and service credit for the balance at retirement. *(Not available if retiring and on LTD)* In lieu of the conversion of TDL days (by either applying them toward their service credit or by receiving a payout), employees may carryover and bank part or all of their unconverted TDL days in order to later use these days during future absences after opting over to the UK personnel system (in accordance with the applicable KCTCS policies). If eligible employees want to get the full cash payout for up to 22 TDL days and/or the 10% conversion payout including days in excess of 22, they must do so at the time of retirement from UK personnel system. These UK personnel system retirees will not be eligible at a alter date for the TDL conversion/payout of this banked time.		**87.1.1** **87.1.1.1** **87.1.2**

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regular half-time position, conversion is available if the employee has TDL accrual, which is a pro rated equivalent to 66 days. For example, an employee who works 50 percent (.5 full-time equivalent) must maintain an accrual of thirty-three (33) days to be eligible for conversion.				Eligibility for this TDL conversion/payout is restricted to occur only at the time of the initial retirement (under the UK personnel system). *Note: For a staff employee who works in a regular half-time position, conversion is available if the employee has TDL accrual, which is a pro rated equivalent to 66 days. For example, an employee who works 50 percent (.5 full-time equivalent) must maintain an accrual of thirty-three (33) days to be eligible for conversion.		
POLITICAL LEAVE *(Community College Employees hired before 1/14/98)* KCTCS employees may be eligible for leave without pay for the duration of an election campaign or term in office. Authorization for leave and time period must be obtained.		**2.14.1.2**		**FACULTY MEMBERS AS SCHOLARS AND CITIZENS** Faculty members may be eligible for leave without pay for the duration of an election campaign or term in office. Authorization for leave and time period must be obtained.		**KCTCS: 2.14.12**
LEAVE BALANCE PORTABILITY Former employees of the University of Kentucky Community College System and the Cabinet for Workforce Development who elect to transfer their personnel policy coverage to KCTCS without a break in service carry existing annual leave,		**2.14.2.1**				

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compensatory time off and sick leave balances with them. KCTCS policy will govern new leave accumulations.						
CONTINUOUS SERVICE 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.		**2.14.2.2**				
NEW CHILD CARE LEAVE Not applicable				**NEW CHILD CARE LEAVE** **(CC Employees hired prior to 1/14/98)** Up to 30 days of sick leave for purpose of new child care may be approved for faculty. Authorizations for additional leave coordinates with other leave policies.		**KCTCS: 2.14.2.5**

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