KCTCS Versus KRS 164.5805 Benefits

BENEFIT PROGRAM COMPARISONS: LEAVE POLICIES

As of November 16, 2001

KCTCS BENEFIT PROGRAM:			*KRS 164.5805 (Former 18A and 151B) Benefits*		
BENEFIT DESCRIPTION	**TAX: PRE OR POST**	**H.R. POLICY NUMBER**	**BENEFIT DESCRIPTION**	**TAX: PRE OR POST**	**H.R. POLICY 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 AND 151B** All 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 AND 151B** 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 have been paid any accumulated annual leave unless he has requested to retain up to 10 days of accumulated leave.		**101 KAR 2:100 Section 1** **780 KAR 3:070 Section 4**

Attachment D

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VACATION (Continued) **Faculty:** Full-Time: 22 days per year Regular half-time faculty or regular faculty with greater than half-time contracts 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**	**VACATION (Continued)**		
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. ***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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Benefit Program Comparisons: Leave Policies

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TEMPORARY DISABILITY LEAVE ***(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 Staff Sick Leave Pool)* **Faculty:** May take up to 5 consecutive days 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** **2.14.2.4.2** **2.14.2.4.1**	**TEMPORARY DISABILITY LEAVE** ***(SICK LEAVE)*** **Former 18A:** 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:** 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. 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**

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COMPENSATORY LEAVE 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.		**2.15.1.8.1**	**COMPENSATORY LEAVE:** **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*		**101 KAR 2:100 Section 5** **780 KAR 3:070 Section 3**
HOLIDAY LEAVE 11 1/2 Paid holidays per year; 12 1/2 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 Thanks-giving, Day Before Christmas Eve, Christmas Eve (or other Christmas day), Christmas Day, Presidential Election Day*		**2.14.2.9**	**HOLIDAY LEAVE** Same as KCTCS		

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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 or associates.		**2.14.2.15**	**BEREAVEMENT LEAVE** ***(FUNERAL ATTENDANCE LEAVE)*** Up to 3 days for specified relatives. Must use sick leave.		**101 KAR 2:100 Section 2** **780 KAR 3:070 Section 5**
WORK PERFORMED ON A HOLIDAY Non-exempt employees will be paid over-time (regardless of hours worked in a week).		**2.15.1.8.2**	**WORK PERFORMED ON A HOLIDAY**		
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.		

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SPRING AND FALL BREAK Faculty who remain available for meetings and other KCTCS business on site are paid during spring 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** **Former 18A:** No policy available. **Former 151B:** All postsecondary schools shall close 5 days during the spring break for staff and students. Staff shall be on some form of official leave during this time. The School Director may approve an employee to be on work status for security reasons or for extenuating circumstances.		**780 KAR 3:080 Section 3**
SABBATICALS Faculty are eligible for leaves of absence after six years of continuous service with KCTCS and/or antecedent organizations 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 full salary. After three year's 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** **2.14.2.6.1**	**SABBATICALS** This benefit is not available. Employees may apply for a special/other leave to obtain necessary additional education.		**2.14.2.12**

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STAFF 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 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 160 hours (20 workdays) may be awarded up to 3 times per year.		**2.14.2.4.3**	**SICK LEAVE SHARING PROGRAM** KCTCS employees are no longer eligible to participate in the state sick leave sharing program.		
JURY DUTY KCTCS will pay normal salary for time served on Jury Duty. Employees will be permitted to retain their jury duty compensation.		**2.14.2.17**	**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		

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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/or 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*		**2.14**	**FMLA LEAVE** Same as KCTCS.		
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**

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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)		**2.14.2.10**	**MILITARY LEAVE OF ABSENCE** Same as KCTCS.		
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		

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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**		
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		

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UNPAID MEDICAL LEAVES OF ABSENCE KCTCS may grant an unpaid leave of absence for illness, disability or pregnancy for a period up to 90 days. If necessary, extensions may be requested in 30 day increments for a maximum of one year. At the time the disability leave begins, any accrued paid time off will be used. *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* *For Community College and System employees hired on or after 1/14/98*		**2.14.1.3**	**UNPAID MEDICAL 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**
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		

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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.		**2.14.2.12** **2.14.2.13**	**SPECIAL LEAVES/EMERGENCY LEAVES**		
POLITICAL LEAVE *(Community College Employees hired before 1/14/98)* 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.		**2.14.1.2**	**POLITICAL LEAVE** Same as KCTCS		
LEAVE BALANCE PORTABILITY Former employees of the University of Kentucky Community College System and the Dep't of Technical Education who elect to transfer their personnel policy coverage to KCTCS without a break in service carry existing annual leave, compensatory time off and sick leave balances with them. KCTCS policy will govern new leave accumulations.		**2.14.2.1**	**LEAVE BALANCE PORTABILITY** Same as KCTCS		

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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**	**CONTINUOUS SERVICE** 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.			**RUNNING FOR OR SERVING IN ELECTIVE OR APPOINTIVE OFFICE**		

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