

### **2.14.2.10 Military Leave of Absence**

If you are a full-time employee and are inducted in the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

- You show your orders to your supervisor as soon as you receive them.
- You satisfactorily complete your active duty service.
- You enter the military service directly from your employment with KCTCS.
- You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply within thirty (30) days after discharge.

### **2.14.2.11 Military Reserves or National Guard (Uniformed Services) Leave of Absence**

Employees who serve in U.S. military organizations or National Guard may take the necessary time off without pay to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave, however, they are not obliged to do so.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Uniformed Services leave with pay for Uniformed Services annual training shall be granted a regular employee who is a member of the uniformed services. During such leave the following conditions will apply:

1. Uniformed Services leave with pay will not exceed ten working days in any one federal fiscal year (October 1 to September 30).
2. Uniformed Services leave exceeding ten working days shall be without pay unless you request use of vacation leave with pay.
3. If you are a regular full-time or half-time employee, you will continue to accrue vacation and temporary disability leave.
4. Your benefits will remain in effect during Uniformed Services leave in a pay status.

If you use Uniformed Services leave without pay you must make arrangements for payment of insurance premiums and retirement contributions, as appropriate.

Upon completion of Uniformed Services leave, you must report for work at the beginning of the first full, regularly scheduled work period on the first full calendar day following the completion of the period of service and the expiration of eight hours after a period allowing for the safe transportation of the employee from the place of that service to your residence, or as soon as possible if reporting within this period is impossible or unreasonable through no fault of your own.

### **2.14.2.12 Special/Other Leave**

As an employee, you may be authorized to take special leave from KCTCS for reasons other than those normally provided by other policies within this handbook. 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 as defined in the KCTCS Administrative Policy and Procedure 2.14.2.4.2 Temporary Disability Leave for Staff), 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.

Approval of special leave with pay for absences due to personal or family illness is reserved for catastrophic and/or extended illnesses, such as terminal illnesses. Absences due to pregnancy, elective or routine surgeries, and other non-catastrophic illnesses do not normally meet the criteria for approval of special leave with pay.

If an employee is eligible for Family Medical Leave, a special leave with or without pay will run concurrent with a Family Medical Leave if the reason for the leave meets the criteria under the Family Medical Leave Act. 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. In addition, any leave time accrued during a special leave with pay must be applied toward and exhausted during the continued leave.

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.

The Chancellor, subject to approval of the KCTCS President, may grant special leave with pay. A leave of absence with pay for more than 90 calendar days must be reported to the Board of Regents.

The college president/ceo, Chancellor, Vice President, or Assistant to the KCTCS President may approve special leave without pay for their respective organizational unit. Ordinarily, such leave will not be granted for a period in excess of one year.

### **2.14.2.13 Emergency Leave**

Normal operations at KCTCS facility may be curtailed by declaration of the president or director of the school. School closings may occur for unusual conditions such as severe weather, fuel shortages, or other calamities. Upon employment, you should check with your supervisor to determine your responsibilities in case of an emergency.

Emergency leave time is paid at regular rates for both faculty and staff employees. It is counted as "time worked" for calculation of overtime pay.

#### **2.14.2.14 Suspension of Institutional Operations**

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.

#### **2.14.2.15 Bereavement Leave**

##### **KCTCS Personnel System**

A regular full-time employee, or regular part-time employee who works a schedule of 50% or more of a full-time schedule on an annualized basis, shall be granted bereavement leave with pay as follows:

1. Up to five (5) working days for attending to funeral related matters in the case of the death of a parent, spouse, brother, sister, child (includes steps or halves of the same relationship), grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, domestic partner, step-parent, daughter or son of the employee's spouse or domestic partner, and any other person who resides in the employee's household, or other persons with whom the employee has an "in loco parentis"\* relationship. Upon request, the supervisor may authorize up to an additional two days of bereavement leave with pay for extenuating circumstances, such as extended, lengthy travel. Total bereavement leave with pay, including additional leave for extenuating circumstances, shall not exceed seven (7) working days.
2. Up to two (2) working days in the case of the death of an aunt, uncle, niece, and nephew. Upon request, the supervisor may authorize up to an additional two days of bereavement leave with pay for extenuating circumstances, such as extended, lengthy travel. Total bereavement leave with pay, including additional leave for extenuating circumstances, shall not exceed four (4) working days.
3. At the discretion of an employee's supervisor, an employee may be granted bereavement leave with pay up to one-half of a working day to attend the funeral service of other relatives, associates, or close friends.

A "day" for bereavement leave purposes is defined as the number of hours an employee works in a regularly scheduled work-week on an annualized basis, divided by five (5).

In cases requiring absences in excess of the above allowances or other absences requested for funerals of other relatives or friends, approved time off shall be

requested using other available leave as applicable or without pay if no other leave is available.

If requested, a portion of the available bereavement leave with pay may be used at a time subsequent to the day of the funeral, in order to address related estate/business matters.

Regular part-time employees who are eligible for bereavement leave with pay as noted above shall receive bereavement leave for the scheduled work hours that fall within the leave period.

### **UK Personnel System**

A regular full-time employee, or regular part-time employee who works a schedule of 50% or more of a full-time schedule or more on an annualized basis, shall be granted bereavement leave with pay as follows:

1. Up to five (5) working days for attending to funeral related matters in the case of the death of a parent, spouse, brother, sister, child (includes steps or halves of the same relationship), a step-parent who was and has been directly responsible for the employee, a step-brother or step-sister, with whom the employee shared the same home, a step-child for whom the employee is directly responsible, and any other person who resides in the employee's household, or other persons with whom the employee has an "in loco parentis"\* relationship. Upon request, the supervisor may authorize up to an additional two days of bereavement leave with pay for extensive travel. Total bereavement leave with pay, including additional leave for extensive travel, shall not exceed seven (7) working days.
2. Up to two (2) working days in the case of the death of a grandparent, grandchild, aunt, uncle, niece, and nephew, a step-parent who was and has not been directly responsible for the employee, a step-brother or step-sister, with whom the employee never shared the same home, a step-child for whom the employee is not directly responsible, or an in-law relative to the degree indicated in number 1 above. Upon request, the supervisor may authorize up to an additional two days of bereavement leave with pay for extensive travel. Total bereavement leave with pay, including additional leave for extensive travel, shall not exceed four (4) working days.
3. At the discretion of an employee's supervisor, an employee may be allowed bereavement leave with pay up to one-half of a working day to attend the funeral service of other relatives, associates, or close friends.

A "day" for bereavement leave purposes is defined as the number of hours an employee works in a regularly scheduled work-week on an annualized basis, divided by five (5).

In cases requiring absences in excess of the above allowances or other absences requested for funerals of other relatives or friends, approved time off shall be

***KCTCS ADMINISTRATIVE POLICIES AND PROCEDURE***

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requested using other available leave as applicable or without pay if no other leave is available.

If requested, a portion of the available bereavement leave with pay may be used at a time subsequent to the day of the funeral, in order to address related estate/business matters.

Regular part-time employees who are eligible for bereavement leave with pay as noted above shall receive bereavement leave for the scheduled hours that fall within the funeral leave period.

**18A/151B Personnel System**

For employees under this personnel system bereavement leave is addressed in the Kentucky Administrative Regulations for KRS Chapter 18A and KRS Chapter 151B, located in Appendix I (Section 2) of this manual.

\*\*"In loco parentis" means the employee has the day-to-day responsibilities for the care and financial support of a child or persons who had such a responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

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