

**2.14.2.4.1 Temporary Disability (Sick) Leave for Faculty (Technical College Employees Hired on/or after July 1, 1998; Community College Employees Hired on/or after January 14, 1998)**

Faculty may be absent up to five (5) continuous working days with pay because of personal illness or injury. KCTCS requires appropriate notification so that class schedules and other professional duties can be covered. Your supervisor may require you to furnish medical documentation.

Faculty who are totally disabled for longer than 5 working days may apply for up to 30 calendar days of sick leave with pay. Such leave applications must be approved and granted by the college chief executive or administrative officer, as determined by district leadership. They may be renewed every 30 calendar days for a maximum of 6 months. Medical documentation is required for each grant of sick leave, including renewals. For medical leave with pay beyond 6 months, see long-term disability insurance, 3.6.6, under Employee Benefits.

Sick leave with pay may also be used for the purpose of tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention, for up to five (5) faculty sick days with pay within a six (6) month period. Possible exceptions to the five (5) day limit may be made by the college chief executive or administrative officer, due to an employee's extreme extenuating circumstances, to allow up to a maximum of 30 working days of sick leave with pay. For purposes of this policy, immediate family includes spouse, child, parent, sibling, or person for whom you serve as legal guardian.

KCTCS may, at its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s). Faculty may not use paid sick leave with pay until after three (3) months of employment.

Adjunct or part-time faculty working less than half-time are not eligible for temporary disability (sick) leave.

Excessive or unplanned absenteeism and tardiness are disruptive, and either violation may lead to disciplinary action, including termination of employment.

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**2.14.2.4.2 Temporary Disability (Sick) Leave for Staff Employees (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)**

As a regular full-time or half-time staff employee, if you must be absent from work because of a personal illness or injury you may be granted temporary disability leave (sick leave).

As a regular full-time employee, you accrue paid temporary disability leave (sick leave) at the rate of one day (7.5 hours) per month. Paid temporary disability leave allowance is earned for a month when your employment commences on or before the fifteenth day of the month. No paid temporary disability leave allowance is earned in the final month of employment when your termination occurs on or before the fifteenth day of the month. As a continuing employee, the one day of temporary disability leave earned per month is available for your use on the sixteenth day of that month (including the months you are on new employee introductory period).

If you are a regular half-time employee, you accrue paid temporary disability leave in an amount for the hours and/or days you work, directly proportionate to the amount received by a full-time staff employee. If your scheduled work week is not consistent throughout the year, the pro rata percentage to full-time will be calculated on an annualized basis. The principle governing pro rata percentages under this policy is to provide, within reasonable limits, an equitable allocation of paid temporary disability leave for an eligible employee who is not full-time but who works half-time or more.

In addition to utilizing sick leave in the event of your own illness, sick leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners. Sick leave may also be used for the purpose of tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family includes spouse, child, parent, sibling, or person for whom you serve as legal guardian.

KCTCS may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s). Accrued paid temporary disability or vacation leave will be used during a period of temporary disability. You will be in a leave without pay status if neither accrued paid temporary disability leave nor vacation leave (if approved) is available or when you have exhausted both accrued paid temporary disability leave and vacation leave.

You should note the relationship between this policy and the Family and Medical Leave Policy. Excessive or unplanned absenteeism and tardiness are disruptive, and either violation may lead to disciplinary action, including termination of employment.

Upon termination of employment, there is no payout of terminal sick pay of the current balance of temporary disability leave days to the terminating employee.

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**2.14.2.4.2.1 Annual Conversion of Staff Temporary Disability Leave (Former Community College Employees Hired before January 14, 1998)**

Former community college staff employees who are now covered by the KCTCS personnel system have the option of converting Temporary Disability Leave on an annual basis. Upon accumulating a balance of sixty-six (66) temporary disability leave days, an employee may, on an annual basis, voluntarily convert accrued temporary disability leave for vacation leave. An employee shall have accumulated and shall retain a minimum balance of sixty-six (66) temporary disability leave days to be eligible for this alternative conversion option. Only days in excess of sixty-six (66) accrued temporary disability leave days may be converted. One (1) vacation leave day shall be acquired for each three (3) temporary disability leave days surrendered. A maximum of twelve (12) temporary disability leave days may be converted in any one fiscal year.

An employee who converts twelve (12) temporary disability leave days and who did not use any temporary disability leave days during that fiscal year shall acquire five (5) vacation leave days as a result of the conversion.

The conversion shall occur only at the fiscal year end. The days acquired through the exchange shall be considered as earned days of the completed fiscal year, even though these days are not available for use until after July 1. Any converted day(s) shall become a part of the employee's vacation leave balance and shall be used in accordance with Kentucky Community and Technical College System Administrative Policies and Procedures 2.14.2.3.3. Conversion of temporary disability leave for vacation leave shall be final. An employee, who has a minimum balance of sixty-six (66) temporary disability leave days plus three or more days for conversion and who desires to convert accrued temporary leave days to vacation leave days, shall, in consultation with the human resources department insure that applicable form is completed. Conversion of accrued temporary disability leave to vacation leave for the preceding fiscal year shall be completed between July 1 and July 31.

Any costs as a result of this policy shall come from the department's regular salary account.

**2.14.2.4.3 Sick Leave Pool**

On a strictly voluntary, mutual benefit basis KCTCS employees who accrue sick leave may elect to participate in a KCTCS-wide Sick Leave Pool. The pool is intended as a source of salary continuance for other pool members whose serious health conditions prevent them from working and whose sick and vacation leave balances have been (or will be within 15 days) exhausted.

Employees with sick leave balances of at least 50 hours may elect to join the pool at anytime after they have met the minimum balance required, to be effective at the beginning of the

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