



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Sick Leave Policy**

**VOLUME, SECTION & NUMBER:****ENTITIES AFFECTED:**

**Faculty  
Staff**

**ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

**APPROVED BY:**

**Kentucky State University Board of Regents**

**EFFECTIVE DATE:**

**August 9, 2024**

**REVISED FROM:**

**2013 Human Resources Policy Manual**

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**POLICY STATEMENT:**

Kentucky State University (KSU) allows full-time employees to take sick leave, with or without pay, to provide time off from the job while they are experiencing an illness, undergoing medical care, or caring for a relation covered by the Family Medical Leave Act (“FMLA”). This policy establishes the requirements and procedures for requesting sick leave.

Full-time employees who are unable to report to work—or must leave work—due to personal illness or injury, scheduled medical or dental appointments, or aiding family members who are ill or injured are normally eligible for paid sick leave in an amount not to exceed the sick leave accrued to date. Employees may also use sick leave for additional bereavement leave, as outlined in the Bereavement Leave Policy. Employees must request the use of sick leave before they are scheduled to report to work unless there is a legitimate reason why they are unable to do so.

## **DEFINITIONS:**

### **Exempt Employee**

Exempt employees are employees in positions exempt from overtime pay.

### **Full-Time Employee**

Full-time employees are employees who are continuously assigned to work a minimum of 37.5 hours per week (40 hours where entire units or offices remain open, such as Physical Plant, Public Safety, Information Services and Resources, and others), and who have an employment period of at least nine (9) months per year. Full-time employees are eligible to participate in all KSU-provided benefits.

### **Non-Exempt Employee**

Non-exempt employees are employees in positions not exempt from overtime pay.

## **PROCESS:**

### **Accruing Sick Leave**

Full-time employees shall accrue sick leave at the rate of one day per month. Sick leave is earned during each payroll cycle.

There is no limit to the amount of paid sick leave a full-time employee can accumulate.

### **Coordination with Other Paid Time Off**

Paid sick leave does not accrue during periods of leave without pay. Additionally, paid sick leave is not considered as hours of work for the determination of a staff employee's eligibility for overtime pay for hours exceeding forty (40) in a single week. Use of paid sick leave that occurs during a period in which a staff employee is on a scheduled paid vacation leave will be allowed as sick leave, instead of paid vacation leave, but only if the staff employee provides written certification, signed by a healthcare provider, that confinement for an illness was required.

If an employee has exhausted all sick leave, he or she may, upon approval from his or her supervisor, use accrued vacation leave to continue to receive pay.

Employees may also use paid sick leave to extend bereavement leave, as described in the Bereavement Leave Policy.

### **Proof of Illness Certification**

An employee is responsible for notifying his or her immediate supervisor that time off is necessary under paid sick leave conditions. Certification of illness by the employee's healthcare provider is required if it is necessary for the employee to be off due to illness or medical care for more than three (3) successive days. An employee must provide the supervisor with the certification of illness or medical care in writing within two (2) days of his or her return to work.

A supervisor may request certification of illness at any time if sick leave abuse is suspected.

### **Accrued Sick Leave Upon Separation of Employment**

Any unused sick leave balance shall be forfeited and may not be paid to an employee upon his or her separation from KSU.

At the time of retirement, employees may receive service time credit for unused sick leave in accordance with the conversion chart maintained by their respective Kentucky retirement systems, including but not limited to Kentucky Public Pensions Authority. Service time credit is not applicable for non-state retirement programs. Actual credit is determined by the corresponding regulations of the various state retirement systems.

### **RELATED POLICIES:**

Bereavement Leave Policy

FMLA Policy

Shared Sick Leave Policy

### **STATUTORY AND REGULATORY REFERENCES:**

KRS 161.620

KRS 161.623

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