



(SECTION 400) VACATION, SICK LEAVE AND LEAVE OF ABSENCE

401 TIME-OFF BENEFITS

These benefits are provided to eligible employees of the University in recognition of their need to be off the job for a variety of reasons, including rest and enjoyment, jury/witness duty, illness, etc. The University provides a generous and comprehensive time-off benefits program.

401.1 Holidays

Kennesaw State University observes 12 official paid holidays each year. The holiday schedule is available on the Human Resources web site. Student assistants, graduate assistants, part-time instructors and temporary non-students are not eligible to receive holiday pay. Official University holidays are:

- New Years Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Winter Holiday (five days in December)

To receive pay for the holidays, an employee must be in pay status the day before and the day after the holiday. A terminating employee will not be paid for any official holiday occurring after the last working day of his or her employment.

A normal work day at Kennesaw is eight hours per day and holiday pay will be for eight hours and prorated for part-time employment. Hours credited for pay (holiday, sick, vacation), but not actually worked, will not be used in computing overtime/compensatory time.

401.2 Vacation



Vacation time must be approved in advance by the supervisor before it may be taken.

401.2a Eligibility

Regular, full-time and part-time benefits eligible employees are eligible to accrue vacation hours.

Full-time staff will accrue ten hours vacation per month for the first five years of employment. After the completion of the 5th year of service, vacation will accrue at 12 hours per month. Staff with ten or more years of service will accrue at 14 hours per month. Administrators and Administrative Faculty accrue 14 hours per month regardless of years of service.

Regular employees working 30 hours per week, but less than 40, earn and accrue vacation hours in an equivalent ratio to their percentage of time employed. Temporary employees, including student assistants, graduate assistants, part-time instructors, and regular employees who work less than one-half time do not earn or accrue vacation time.

An employee must be hired on or before the 15th of the month to accrue leave for that month. Leave is accrued on the last working day of the month. An employee must have a sufficient leave balance from prior months to cover the hours taken through the last day of the vacation.

Otherwise, the employee will be in a "Leave Without Pay Status".

401.2b Carryover of Unused Vacation Days

Unused vacation time will rollover each year; however, on December 31 of each calendar year, each employee's leave record shall be adjusted to reflect no more than 45 days (360 hours) of accrued vacation/annual leave.

401.2c Terminal Vacation Pay



All unused, accrued vacation/annual leave, not to exceed 45 days (360 hours), shall be paid to an employee upon his/her termination from employment. If any portion of an employee's compensation is funded by a grant or other funding sources, the terms set forth by the grant or funding partner will determine if the payout of vacation hours is permitted.

An employee who terminates on or after the fifteenth of a month shall accrue vacation/annual leave for that month.

401.2d Record of Earned Vacation

Accrued vacation and sick time is listed on each employee's electronic pay advice at the end of each calendar month. Employees may check this information on HR Self Service, or on Payroll paper check stubs.

402 SICK LEAVE

402.1 Eligibility

Regular full-time and part-time benefits eligible employees are eligible to accrue sick leave hours. Full-time employees accrue eight hours of sick leave per month. Sick leave may be granted at the discretion of the institution and upon approval by the supervisor for an employee's absence for any of the following reasons:

- Illness or injury of the employee;
- Medical and dental treatment or consultation;
- Quarantine due to a contagious illness in the employee's household;
- illness, injury, or death in the employee's immediate family (spouse, parent, brother, sister, child, stepchild, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, foster parent or legal guardian, or domestic partner) requiring the employee's presence

An employee must be hired on or before the 15th of the month to accrue leave for that month.



Leave is accrued on the last working day of the month. An employee must have a sufficient leave balance from prior months to cover the hours taken through the last day of the absence. Otherwise, the employee will be in a "Leave Without Pay" status.

402.2 Annual Allowance and Accumulation

For all regular full-time employees, sick leave shall be accumulated at the rate of one working day per calendar month of service.

Benefited part-time employees accrue at an equivalent ratio to their percentage of employment (i.e. half time employees accrue at half the rate of full-time employees). There is no limit to the amount of sick time that an employee may accrue and carry into the next calendar year.

Temporary employees, including student assistants, graduate assistants and part-time instructors do not earn or accrue sick time.

402.3 Reporting Absences Due to Illness

Employees are expected to report all absences due to illness or injury directly to their supervisors or department heads as soon as possible and should indicate probable length of absence so that schedule adjustments may be made.

Employees absent for prolonged periods should communicate with their supervisors weekly unless on approved leave of absence. Supervisors should contact Human Resources when an employee is out for longer than five days because of illness or injury or immediately if the condition is serious, so that appropriate measures for leave of absence can be made.

402.4 Physician's Statement

If an employee is out of work due to illness for five consecutive days, a physician's statement is required upon return to work. Under some circumstances, supervisors may require an



employee to provide a physician's statement for sick leave absences for less than five days.

402.5 Physician's Return to Work Certification

Supervisors reserve the right to request a release from a physician to allow an employee to return to work.

Such certification is also requested of employees returning under the Family Medical Leave Act (FMLA) or workers' compensation injury (refer to sections 403 and 406).

402.6 Donated Sick Leave Program

The purpose of the Donated Leave Program is to provide a means for University employees to donate paid sick leave to a shared leave pool. The pool of donated leave is available to be used by fellow University employees who donate to the pool who are eligible for and require leave while experiencing a life-threatening or emergency medical condition. Use of leave from the pool keeps eligible employees from taking leave without pay during their time of crisis. Complete Donated Leave guidelines are on the Human Resources web site in the benefits section.

402.7 Sick Leave without Pay

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may request sick leave without pay for a period not to exceed one year. This additional sick leave may be granted at the discretion of Human Resources.

If additional sick leave is approved, the employee will have the option to continue his/her group insurance benefits while on leave. The institution will continue to pay its share of the cost for such period, and the employee must continue to pay his/her share of premiums.

If not already exhausted, this sick leave will run concurrent with FMLA. Beyond FMLA guidelines there is no job protection offered for this type of leave.



During an unpaid leave status, vacation and sick leave benefits will not continue to accrue.

402.8 Sick Leave for Terminating Employees

A terminating employee shall not be paid for sick leave earned but not taken. However, employees retiring may use accumulated sick leave to earn additional service time with Teachers Retirement System.

403 WORKERS' COMPENSATION

All University employees are covered by state Workers' Compensation laws which may provide medical and income benefits if you are injured on the job. Workers' Compensation also provides benefits to your dependents if you die as the result of a job-related illness or injury.

403.1 Work Related Injuries

In the case of an injury while performing job duties, notify your supervisor immediately and call Public Safety at extension 6666. The Department of Public Safety will dispatch an officer who will determine the extent of the injury and the medical attention that is immediately appropriate. If it is a life threatening emergency you should proceed to the nearest emergency room. If it is a non-emergency injury contact Public Safety at extension 6206.

The officer will complete an injury report, you will be given a "Leave Election Form" to choose how you will be paid if you lose any time from work and you will be asked to contact Human Resources at extension 6030. Human Resources will file the workers' compensation claim for you and make initial contact with the Managed Care Organization (MCO). The MCO Medical Case Manager will then contact you directly to obtain further information regarding your injuries and provide you with a choice of doctors.

Following any emergency room treatment, you are required to receive all medical care through the workers compensation



network of providers. Failure to use the network physicians will jeopardize payment of your medical bills under workers' compensation and you may be personally liable.

403.2 Return to Work from Workers' Compensation Leave

An employee may not return to work without a physician's release to duty. When an employee returns to work, it is the responsibility of the supervisor to inform Human Resources immediately. Late notification of return to work status may result in incorrect payroll reporting for the employee.

404 PERSONAL LEAVE

At the discretion of the President or designee (Assistant Vice President of Human Resources), personal leave without pay for a period of up to one year may be approved. Such approved personal leave allows the employee the right to elect to continue his/her group insurance benefits with institutional participation in the cost. No vacation or sick leave is accrued during an unpaid personal leave.

Employees must exhaust all earned vacation and sick leave before personal leave is used.

404.1 Duration of Leave

Any leave, except that charged to accrued vacation, that is anticipated to extend beyond two weeks in duration, requires the supervisor to notify Human Resources as such leave must be approved by the University and may be subject to legal guidelines. A minimum of ten days advance notice is requested when possible.

404.2 Benefits During Leave

Approved paid leaves results in benefits continuation including continued accrual of sick and vacation. Approved unpaid leave allows employees to retain insurance benefits. However, employees on unpaid leave will not continue to accrue vacation or sick leave.



404.3 Unapproved Personal Leave

An employee not at work must be in an approved leave status. When an employee is absent from work and has not made arrangements to be on official leave, disciplinary action up to and including termination may occur. Unapproved leave will be unpaid or charged to accrued vacation at the supervisor's discretion and approval from Human Resources.

405 ADMINISTRATIVE LEAVE

Administrative leave is a leave of absence initiated by the University to deal with special circumstances in which it is desirable to continue an employee's association with the University for the period of the leave. Administrative leave may be with or without pay and carries no promise of future re-employment.

Administrative leave requires the approval of the President or designee (Assistant Vice President, Human Resources).

406 FAMILY AND MEDICAL LEAVE

The Family Medical Leave Act (FMLA) provides eligible employees with up to 26 weeks of unpaid, job protected leave each rolling 12-month period. A rolling 12-month period is defined as 12 months from the date of first absence. To be eligible, the employee must be employed for at least one year and have worked at least 1,250 hours over the previous 12 months.

406.1 Family Leave Entitlement

Employees may request Family leave for the following events:

- Birth of a child
- Adoption of a child
- Family member call to active duty
Employees who have a spouse, parent or child who is on or has been called to active duty in the Armed Forces when he/she experiences a "qualifying exigency"
- Serious health condition of employee's child, spouse or parent
- Serious health condition of employee



“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient hospital care (such as an overnight stay), hospice or residential medical care facility;
- any period of incapacity requiring sporadic absences from work, school or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- continuing treatment by (or under the supervision of) a health care provider for a chronic or long term health condition that is incurable or so serious that if not treated would likely result in a period of incapacity;

Spouses who are both employed by the University are jointly entitled to a combined total of 12 weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a child or parent (but not parent “in law”), who has a serious health condition. Leave for birth, adoption or foster care placement must conclude within 12 months of birth or placement.

Under some circumstances, employees may take FMLA leave intermittently—which means taking leave in blocks of time or by reducing the normal weekly or daily work schedule. Where FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to approval by Kennesaw State University. FMLA leave may be taken intermittently whenever it is medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work.

Employees who have a spouse, parent, child or who have been named next of kin for a service member who incurred a serious injury or illness on active duty in the Armed Forces may take up to 26 weeks of leave to care for the injured service member.

406.2 Notice and Certification



Employees requesting FMLA must complete the Kennesaw State University FMLA request form and submit it along with the University System of Georgia's FMLA Medical Certification form to Human Resources. The Medical Certification form includes a section for the health care provider to verify the existence of a serious health condition. In the case of a foreseeable leave, an employee is required to give at least 30 days notice prior to beginning FMLA. In the event that the leave is not foreseeable, the employee is required to advise Human Resources as soon as practicable. Whenever possible, the employee requesting FMLA should set up an appointment with Human Resources to provide required paperwork and make preparations regarding compensation and benefits.

The employee may be required to obtain a second or third medical certification, at Kennesaw State University's expense.

406.3 Paid vs. Unpaid Leave

When taking FMLA leave, employees may choose to use either accumulated sick and/or annual leave based on the following criteria.

Sick leave **must** be used when FMLA leave is due to the employee's own serious illness or to care for designated family member. Once all sick leave has been exhausted, Kennesaw will charge leave to vacation unless the employee elects to freeze the vacation leave at any given point. The request to freeze annual vacation leave must be documented with a signed memo from the employee to Human Resources. Once the annual vacation leave has been exhausted or if accrued vacation leave has been frozen, the remainder of the FMLA leave will be in an unpaid leave status.

406.4 Benefits Coverage during Leave

During the period of FMLA leave, an employee may retain health, dental, vision and life benefits under the same conditions that applied before the leave began. If an employee's share of insurance premiums cannot be deducted from his/her pay, the employee will be required to pay his/her share of insurance premiums each month while on leave.



Failure to pay the employee share of the insurance premiums will result in loss of coverage.

406.5 Job Restoration

Upon return from FMLA leave, the employee will be restored to his/her original position or to an equivalent job with equivalent pay, benefits and other employment terms and conditions.

The employee's use of FMLA will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave. In an unpaid leave status, however, the employee will not continue to accrue vacation or sick leave benefits.

406.6 Return from Leave

Employees must notify Human Resources of their return to work date at least five (5) business days in advance of the return to work date. A statement from the employee's physician certifying that the employee is physically able to return to work is to be turned in to Human Resources prior to or on the employee's first day back to work. The employee is responsible for ensuring that the documentation is delivered to Human Resources either in person, via e-mail or facsimile. Upon receipt of the statement, the employee will be added to payroll if he/she was on leave without pay. In some cases, the employee may be required to provide a fitness-for-duty certificate prior to being restored to active status.

If an employee wishes to return to work prior to the expiration of FMLA leave, notification must be given to Human Resources at least five (5) business days prior to the employee's planned return. Human Resources is responsible for notifying the employee's supervisor of the employee's status. The employee must provide medical certification that he/she is able to return to work earlier than expected.



406.7 Extension of Leave

An employee requesting an extension of FMLA leave due to the continuation, recurrence or onset of his/her own serious health condition or of the serious health condition of the employee's spouse, child or parent must submit a request for an extension in writing to Human Resources. The maximum amount of FMLA leave that an employee may take during a rolling 12-month period is 12 weeks (or 26 weeks in the case of an injured service member). The employee is required to notify Human Resources as soon as it is determined that he/she will not be able to return from leave as originally planned. Human Resources is responsible for notifying the employee's supervisor of the employee's status.

407 MILITARY LEAVE

407.1 Definition of Military Leave

Military duty, for the purpose of these regulations, includes any military duty in the service of the State of Georgia or the United States. This includes schools conducted by the armed forces of the United States.

407.2 Duration of Military Leave

Regular benefits eligible employees are entitled to up to 18 days of leave with pay while engaged in the performance of military duty and while going to and from such duty during normal working hours. The maximum length of military leave with pay is 18 work days (144 hours) in any one federal fiscal year or continuous period. The maximum leave time without pay allowable can not exceed five years. In order to receive the annual military leave with pay, the employee must provide a copy of his/her orders to Human Resources.

407.3 Benefits during Military Leave

At the expiration of maximum paid military leave time (18 days), continued absence by the employee shall be considered as military leave without pay. The employee may elect to



exhaust accrued vacation leave hours prior to going on an unpaid leave status.

During the period of Military Leave Without Pay, an employee may retain health, dental and life benefits under the same conditions that applied before the leave began. If an employee's share of insurance premiums cannot be deducted from his/her pay, the employee will be required to pay his/her share of insurance premiums each month while on leave. Failure to pay the employee share of the insurance premiums will result in loss of coverage.

Any regular employee required to undergo a physical exam for Selective Service or military service is eligible for paid military leave if the exam is scheduled during normal working hours. The employee must submit the documentation of the exam request to his/her supervisor.

407.4 Return from Military Leave

The employee must provide advance notification to the department and Human Resources of the return-to-work date. Upon receipt of the notification, the individual will be reinstated on payroll if the individual was on leave without pay. Employees may be required to provide fitness-for-duty certification prior to being restored to active status.

Failure to return from leave for reasons other than a continued serious health condition may require the individual to repay the employer's contributions to healthcare premiums during the period the individual should have returned.

408 MATERNITY LEAVE

Disability due to pregnancy is considered as any other disability and appropriate sick leave provisions of these policies apply. See Sick and/or Family and Medical Leave for further information.

409 EDUCATIONAL LEAVE

The President, Provost or Assistant Vice President, Human Resources, may grant educational leave without pay to full-time employees who



have at least one year of service at the time of requesting leave. Educational leave may not exceed one year at a time and is to be used for obtaining a degree or professional certification. Such approved leave allows the employee the right to elect to continue his or her group insurance benefits at the same employee rate the individual paid through payroll deduction. The employee will be required to pay his/her share of insurance premiums while on leave each month.

410 DEATH IN THE FAMILY

Benefits eligible employees who have a death in the immediate family may be allowed to use accrued sick leave for absences related to the death. Sick leave granted to employees in excess of five days for a death in the employee's immediate family requires a memorandum from the supervisor explaining the circumstances. The immediate family in this instance includes the employee's spouse, parents, children, siblings, stepchildren, grandparents, grandchildren, foster parents and legal guardian, in-laws, and domestic partners.

All other employees may be granted time off due to a death in the family. However, since such employees do not accrue sick or vacation leave, the leave will be unpaid.

411 COURT/JURY DUTY

Court/Jury duty leave with pay is granted to regular employees for the purpose of serving on a jury or as a witness. Such leave is granted upon presentation of official documentation from the appropriate court. A subpoena from the appropriate court qualifies as documentation for serving as a witness. A receipt from the appropriate court stating the number of days served qualifies as documentation for serving on a jury.

Employees may retain juror or witness fees paid by the court. An employee appearing in court related to a personal matter will not be granted leave with pay but may take vacation, if available. An employee serving as an expert witness must take vacation time, and it must comply with the "Outside Activity Policy" (See Section 101.7).

412 VOTING



Employees are encouraged to exercise their constitutional right to vote in all federal, state and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee's normally scheduled work shift, sufficient leave time, consisting of a two-hour block, will be granted to permit the employee to vote.

413 UNIVERSITY CLOSING

In the event of inclement weather or any emergency that jeopardizes the safety of employees, the President or designee of the University may declare leave with or without pay. In the case of inclement weather, the following details the procedures for advising faculty, staff, students and the metro community when weather conditions requires closure or delays the opening of the University. These procedures will apply to both weekday and weekend activities. The communications protocols for closures or delayed openings of the University during periods of inclement weather are described below:

- If snow or ice falls during the night, the decision to close or delay opening will be communicated through four media: television, radio, the voice mail of the Office of University Relations, and the Kennesaw State University web page
- If snow or ice conditions develop during regular daytime working hours and a decision is made to cancel classes, release non essential staff, or close offices, the University community will be notified via GroupWise broadcast announcements, and also through television, radio, the voice mail of the Office of University Relations and the Kennesaw State University web page.