

Sample Local Office Leave Policies

Extension agents and program assistants who receive their pay from the State of Kansas follow the **unclassified** employee leave policies of Kansas State University. These can be found at www.ksu.edu/policies/ppm.

Local extension units establish their own employee leave policies for office professionals and locally paid program assistants. The following **sample** policies have been adapted from the **classified** employee leave policies of Kansas State University which also can be found at www.ksu.edu/policies/ppm. Local county government leave policies are also a resource for local extension units.

Requesting Leave and Documenting Hours Worked and On Leave

Employees will document hours worked and on leave using KSU Form 8-25 (or a similar form designated by local policy). The local director is responsible for signing the form each pay period. Each office will establish local procedures for requesting vacation leave and reporting illness.

Vacation and sick leave for extension agents is reported to the area office each pay period.

Eligibility for Leave

All employees in permanent full and part-time positions are eligible for leave. The hours in pay status determine the amount of leave earned as outlined in the following tables. Employees in temporary positions are not eligible for any of the following paid leaves.

Holiday Leave:

The State of Kansas (or the county government holiday schedule) will be followed. (Each year the local extension board will designate which holiday schedule the office will follow).

Sick Leave:

Sick leave begins accruing immediately upon employment and is available for use at the beginning of the pay period after which it is earned.

Sick leave is earned as follows:

Hours in Pay Status Per Week	Days Earned Per Month
35 to 40	1.0
20 to 35	.5
< 20	0

There is no limit to the amount of sick leave that can be accumulated. Employees will not be compensated for unused sick leave upon resignation, termination or death. Upon retirement, employees will be compensated for 30 days of sick leave if they have accumulated at least 100 days of sick leave. Retirement is defined as being eligible for KPERs retirement.

Sick leave may be granted for the following reasons:

1. Illness or disability of the employee, including pregnancy, childbirth, miscarriage and recovery therefrom, and personal appointments with a physician, dentist, or other recognized health practitioner; or
2. Illness or disability, including pregnancy, childbirth, miscarriage and recovery therefrom, of a family member and a family member's personal appointments with a physician, dentist or other recognized health practitioner, when the illness, disability or appointment reasonably requires the employee to be absent from work. Employee's family includes: (a) persons related to the employee by blood, marriage, or adoption; and (b) minors residing in the employee's residence as a result of court proceedings; or
3. The adoption of a child by an employee or initial placement of a foster child in the home of an employee, when the adoption or initial placement reasonably requires the employee to be absent from work.

Sick leave is to be used in 15 minute increments with leave reported to the nearest quarter-hour. Example - If someone is gone for 35 minutes, 30 minutes of leave would be reported. If someone is gone for 40 minutes, 45 minutes of leave would be reported.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) grants up to 12 work weeks of leave in a 12 month period for certain family and medical reasons. Eligibility for FMLA starts after 12 months of employment and after the employee has worked at least 1250 hours in the 12 months immediately preceding the date FMLA leave begins. The employee is required to use all accumulated sick and vacation leave toward the FMLA entitlement before being authorized leave without pay. Family members are limited to the employee, spouse, children and the employee's parents. Additional information and forms can be found on K-State Research and Extension form FMLA 1-1.

Vacation Leave

Vacation leave begins to accrue upon employment and is available for use at the beginning of the pay period after which it was earned. Vacation leave is earned as follows:

Hours in Pay Status Per Week	Days Earned Per Month
35 to 40	1.25
20 to 35	0.75
< 20	0

Vacation leave may be used in increments of 15 minutes. A maximum of 22 days of vacation may be accumulated. Any accumulation over 22 days will be forfeited. Accumulated vacation leave will be paid upon resignation, retirement, termination or death.

Vacation leave can be used for sick leave.

Compensatory Time

Office professionals and program assistants are non-exempt employees under the federal Fair Labor Standards Act. They are paid for each hour worked with compensatory time awarded for any hours worked over 40 in a work week. Any hours beyond the normal weekly work schedule must be pre-approved by the local extension director.

The pay periods will be monthly. For full-time employees, the monthly pay will be computed by multiplying the hourly pay x the normal hours in a work week x 52 weeks. This will be divided by 12 to determine the monthly compensation.

An employee's compensatory time must be used before vacation leave is used. Compensatory time must be used within two months of when it was earned.

Extension agents are non-exempt employees according to the federal Fair Labor Standards Act. They are subject to the K-State Research and Extension Professional Scheduling Policy.

Jury Duty

Employees who are called to jury duty will be paid for the days of their service.

Bereavement Leave

Employees may be granted up to six days per calendar year of paid bereavement leave for the death of a family member. The number of days is determined by the local extension director and is based on the employee's relationship to the deceased and necessary travel time.

Leave Without Pay

Sick or vacation leave will not be awarded in advance of being earned. Any employee who is sick or on vacation and who does not have sick or vacation leave remaining will be placed on leave without pay. No vacation or sick leave is earned while on leave without pay. The Family and Medical Leave Act grants up to 12 work weeks of leave in a 12 month period for certain family and medical leave reasons. The employee is required to use all accumulated sick and vacation leave toward the FMLA entitlement before being authorized leave without pay. (Additional information and forms can be found on KSU form FMLA 1-1). Leave without pay status may affect employee benefits.

Other Sample Policies

Local offices may want to add additional information regarding local policies and procedures. Samples might include:

Dress

Employees are the local representative of K-State Research and Extension and Kansas State University. Business or business casual dress will be appropriate for most days.

Mailing Lists

Mailing lists, including email list-servs, are for the sole purpose of furthering the educational mission of K-State Research and Extension and should not be furnished to any other person, firm, association or agency unless directed or approved by the Director of K-State Research and Extension.

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