CLEAR FORM

NOTICE OF ABSENCE/REQUEST FOR LEAVE

KENTUCKY PERSONNEL CABINET

NAME: _____

☐ **EMERGENCY*** ☐ **CALL-IN** ☐ **PRE-APPROVED**

*Desribe the emergency

TYPE OF LEAVE: *(please check one)*

☐ Sick/Illness
☐ Emergency
☐ Jury Duty*
☐ Non-Paid*
☐ Military*
☐ Personal/Vacation*
☐ Bereavement/Funeral
☐ Comp Time Used
☐ Worker's Comp **
☐ Bereavement/Funeral
Relationship of Deceased: _____
City/State: _____
☐ Other: _____

** requires pre-approval*
***approved injury claims only*

DURATION OF ABSENCE: *(all employees should fill out)*

Date(s): _____

Hours Per Day: _____

TOTAL DAYS:_____ **TOTAL HOURS:**_____

EXPLANATION *(if necessary)*: _____

_____

_____

_____

_____
Employee Signature

_____
Supervisor's Review/Approval

_____
Date

_____
Date

Call-In notification received by: _____

Notified by: ☐ Phone ☐ Email ☐ Text ☐ Other

Date: _____

Time: _____

Email Form **Print & Save**

PRE-APPROVED INSTRUCTIONS

This box should be checked when the absence is planned. The employee requesting time off should complete all relevant information, sign and date the form and then forward to his/her supervisor for approval.

CALL-IN ABSENCE INSTRUCTIONS

Absences should be reported by 6 A.M. to allow time for coverage. You must include the type of leave and the anticipated length of the absence. The person who receives the call should record all pertinent information on the form, sign and date where "*Call-In notification received by"* is indicated, forward the completed form to the employee and supervisor for signature. This form should be completed and forwarded immediately after receiving any call-in. Supervisors should report any absences exceeding three (5) days to the Human Resources Office. The Human Resources Office will contact the employee to discuss options for extended leaves for absences exceeding three (5) days.

EMERGENCY INSTRUCTIONS

This box should be checked when the absence is unplanned (i.e., family emergency, etc.). The employee should complete all relevant information, sign and date, forward to his/her supervisor for review. If possible, this form should be completed and forwarded prior to absence. If prior completion is not possible, it should be completed immediately upon return to work.

DESCRIPTION OF MOST COMMON LEAVES

Annual (Vacation) Leave

Eligible full-time employees receive annual leave as a state work benefit. Part-time and Interim employees do not accrue annual leave. Your length of service will determine the amount of annual leave you earn in a calendar year. A full-time employee shall have worked, or been on paid leave, other than educational leave with pay, for 100 or more regular hours per month to accrue annual leave. This does not include hours worked in excess of the prescribed hours of duty.

Compensatory Leave Time & Overtime Pay

Employees receive compensatory leave time and/or overtime pay, for any hours physically worked beyond their prescribed hours of duty, Sunday-Saturday, in accordance with the Fair Labor Standards Act (FLSA) guidelines. Your rate and manner of earning is based on your work week (37.5 versus 40) and your FLSA status (Exempt versus Non-Exempt), as outlined below.

NOTE: Pre-approval, from your supervisor, should always be obtained before working outside of your prescribed hours of duty.

Non-Exempt Employees: If your position is not exempt from the overtime provisions of the FLSA, your rate and manner of earning is as follows:

- Employee on a 37.5 hour work week, who works between 37.5 and 40 hours earns compensatory leave time on an hour for hour basis. 2.5 hours worked = 2.5 hours compensatory leave time earned.
- Compensatory leave time is earned at a rate of one and one-half hour for each hour worked over the 40. 1 hour worked = 1.5 hours compensatory leave time earned.

Jury Duty/Court

All employees of Kentucky state government receive paid leave time whenever they must serve as jurors or comply with a court or administrative subpoena. Court leave is not granted if you or a member of your family is a party involved in a court action as a private matter. If you or a member of your family is a party to the case, you must use annual or compensatory leave and request to do so in advance.

It is important to remember that court leave is only for time that crosses your scheduled work hours. The time you must spend traveling to court is also included in paid court leave. However, if you are dismissed from jury duty or released from subpoena, you must return directly to your job. Please show a copy of any court summons to your supervisor before taking court leave, otherwise your absences may not be properly authorized.

Sick Leave

Eligible full-time and interim employees receive sick leave as a state work benefit. Please refer to the Employee Handbook for information concerning how sick leave is earned and accrued.

Rules on Use - As with annual leave, you are required to get advance leave approval for such non-emergency sick leave as doctor's appointments. If your need to use sick leave prevents advance notice, you are expected to call your supervisor or his or her designee as soon as possible. Remember, the same penalties that apply to unauthorized annual leave also apply to unauthorized sick leave when the absence is not a medical emergency. When you cannot give adequate notice, a timely telephone report to your supervisor may prevent your absence from being considered unauthorized. Please check with your supervisor or your human resource administrator for your agency's call-in procedures.

Sick leave with pay may be used when you have a medical, dental, or optical appointment. You may also use earned sick leave for bonding time for birth or placement of a child or if you:

- are sick or injured;
- are pregnant;
- are caring for a sick or injured member of your immediate family for a reasonable period of time;
- would jeopardize the health of yourself or others at work; or
- have lost by death a parent, child, brother, sister, their spouse, or any other person as specified in the regulations

Sick leave may be used in 15-minute units.

Additional types of leave are available. For additional guidance on these and those listed above, please refer to the Kentucky Employee Handbook located on the Personnel Cabinet Website or by accessing the following link: https://personnel.ky.gov/DHRA/EmployeeHandbook.pdf