

Related Policies:

Leaves and Absences, 03.123/03.223

Sick Leave, 03.1232/03.2232

Sick Leave Bank, 03.12321/03.22321

Family and Medical Leave, 03.12322/03.22322

Maternity Leave, 03.1233/ 03.2233

Sick Leave Donations, AP 03.1232/03.2232

Sick Leave Bank Procedures, AP 03.12321/
AP 03.22321

Family and Medical Leave Compliance, AP 03.12322/
AP 03.22322

All policies and regulations for the HARDIN COUNTY BOARD OF EDUCATION are on-line at www.hardin.kyschools.us. From the home page, select "HCS Policies and Regulations". Click on the down arrow and select Section three (3), Personnel.

Documents may be faxed to the

Human Resources Office at:

270-769-8950

Contact Information:

For General Questions:

- Certified Personnel 270-769-8801

- Classified Personnel 270-769-8967

For questions regarding Sick Leave Accruals:

- Time and Attendance 270-769-8887 or 270-769-8830

For questions regarding pay:

- Compensation Specialist 270-769-8887

For information regarding a Substitute:

- Substitute Supervisor 270-769-8958

Health Insurance benefits:

- Benefits Specialist 270-769-8813

To contact the Kentucky Teachers' Retirement System:
1-800-618-1687
(KTRS)

To contact the County Employees' Retirement System:
1-800-928-4646
(CERS)

HARDIN COUNTY SCHOOLS
65 W. A. JENKINS ROAD
ELIZABETHTOWN, KY 42701-8452
270-769-8800

Leave of Absence Policy and Procedure

(1/17)



Hardin County Schools

www.hardin.k12.ky.us

Leave of Absence Guidelines

The first step in planning your leave is to complete the Short Term Leave of Absence Request Form. The form should be completed as soon as you are aware that a need for a leave of absence exists. The Short Term Leave of Absence Request Form is available on the Hardin County Schools web site¹. Completion of the form will insure a substitute placement during your absence and, if you are qualified for FMLA² benefits, for the FMLA information to reach you in a timely manner.

NOTE: A Short Term Leave of Absence Request Form must be completed if you are away from your job for six (6) consecutive days.

¹ [www.hardin.kyschools.us/Departments/HumanResources/Forms/Leave of Absence](http://www.hardin.kyschools.us/Departments/HumanResources/Forms/LeaveofAbsence)

² HCS Policy 03.12322/03.22322 Family and Medical Leave

³ HCS Policy 03.123/03.223 Leaves and Absences

⁴ Kentucky Teachers Retirement System

⁵ County Employees Retirement System

⁶ HCS Policy 03.1232/03.2232 Sick Leave

⁷ [www.hardin.12.ky.us/Departments/HumanResources/Forms/Sick Leave Bank Usage Application](http://www.hardin.12.ky.us/Departments/HumanResources/Forms/SickLeaveBankUsageApplication)

⁸ AP 03.2232

You need to know:

- Authorization of leave and time taken off from one's job shall be in accordance with specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.³
- Upon approval from the employee's immediate supervisor and Human Resources, employees may take up to five (5) days of leave without pay when all personal/annual leave days have been utilized provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. All other leave without pay must be approved by the Superintendent. Employees on paid leave shall not be compensated for any duties, regular or extra service, during the paid leave period.
- You may not work in any capacity while on an approved leave of absence.
- If the leave is for medical purposes, you may not return to work without a medical release statement from your physician stating the date you may return to work.
- **If you are on leave without pay for more than five (5) days**, your retirement will be affected. Contact KTRS⁴ (certified) or CERS⁵ (classified) to obtain information regarding your buy-back options.

Frequently Asked Questions:

- Q. When do I need to submit a physician's statement?
- A. A physician's statement is required for all absences that are six (6) or more consecutive days in length if the leave is for medical purposes.⁶ A physician's return to work statement is also required before returning to your position.
- Q. What supporting documents are required for a leave over six (6) days when the leave is not employee health related?
- A. Examples: A leave request to care for an ill family member must include a statement from the family members physician. A leave for bereavement must include a copy of the obituary.
- Q. Do I have to take leave without pay?
- A. Yes, if you do not have enough accumulated sick leave to cover the length of time you will be on leave. All leave must be exhausted before leave without pay can begin.
- Q. I am a member of the sick leave bank. May I apply to the sick leave bank if I have no accumulated sick leave or personal leave to use?
- A. Yes. The Sick Leave Bank Usage Application⁷ may be printed from the HCS web site, and returned to the HR office. (Note: The sick leave bank usage committee meets once a month. You will notified in writing the number of days granted by the committee.)
- Q. May I request donated sick leave?
- A. Yes. Donated days may only be requested when an employee has missed ten (10) consecutive days without pay and when the request is accompanied by a physician's statement.⁸
- NOTE:** If you are a member of the sick leave bank, you are required to apply for additional days through the sick leave bank before requesting donated sick leave.
- Q. What if my doctor doesn't release me to return to work on the date submitted on my leave request?
- A. Please call the HR office to make us aware of the status of your leave. Your leave will be extended to the date your physician releases you to return to work.