



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Leave of Absence Policy

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

**Faculty
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

This policy sets forth the terms and procedures whereby Kentucky State University (KSU) employees can request a leave of absence.

A leave of absence is an extended period of time during which an employee is absent from work without loss of employment. KSU may grant leaves of absence in a few well-defined cases, and for up to a maximum of thirty (30) days. An extension beyond thirty (30) days will be considered in the event of serious or extenuating circumstances.

Leaves of absence are generally without pay unless provided otherwise. Therefore, employees shall be required to exhaust other forms of paid time off, such as vacation time, before the period of unpaid leave begins.

PROCESS:

A written request for a leave of absence, providing a full explanation of the circumstances, must be presented to an employee's immediate supervisor and the Office of Human Resources (HR) at least two (2) weeks prior to the anticipated start date of the leave. The leave must be approved in writing by the employee's appropriate supervisor and HR.

If an employee fails to report to work on the first day after the expiration of the leave period, the employee may be considered to have voluntarily terminated employment with KSU.

RELATED POLICIES:

Sick Leave Policy

Vacation Leave Policy
