



# KENTUCKY STATE UNIVERSITY

## Policies and Regulations

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### REGULATION TITLE:

Leave of Absence

### APPLIES TO:

Faculty  
Staff

### ADMINISTRATIVE AUTHORITY:

Office of Human Resources

### APPROVED BY:

Kentucky State University Board of Regents

### EFFECTIVE DATE:

August 8, 2025

### NEXT REVIEW DATE:

August 8, 2028

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### REGULATION STATEMENT:

This regulation 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:

### Eligibility and Duration

- Kentucky State University (KSU) may grant a personal leave of absence for up to a maximum of thirty (30) days.
- An extension beyond thirty (30) days may be considered in the event of serious or extenuating circumstances.
- Granting a personal leave of absence is at the discretion of the University.

### Request and Approval Process

- An employee must submit a written request explaining the reason for the leave to their immediate supervisor and the Office of Human Resources (HR) at least two (2) weeks before the leave is to begin.
- The leave must be approved in writing by both the supervisor and HR.

### Pay and Benefits During Leave

- A personal leave of absence is generally unpaid. Employees are required to exhaust all accrued vacation leave before the period of unpaid leave begins.
- To continue benefits such as health insurance during an unpaid leave, the employee is responsible for paying the full premium cost. Employees must make arrangements with HR prior to the start of the leave to continue benefits.

### Reinstatement Upon Return from Leave

- Job Reinstatement: While a personal leave ensures no loss of employment, reinstatement to the same or a similar position upon return is not guaranteed. Reinstatement will be based on the operational needs of the department at the conclusion of the approved leave.
- Failure to Return: An employee who fails to report to work on the first scheduled day after the leave period ends may be considered to have voluntarily terminated their employment.

## REFERENCES AND RELATED MATERIALS:

- Sick Leave Regulation
- Vacation Leave Regulation

## CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	<a href="mailto:Human.Resources@kysu.edu">Human.Resources@kysu.edu</a>

## HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy) (HR Policy Manual)	March 2013	Unknown
Revised	August 2024	Zach Atwell
Revised (Reclassified as a Regulation; Additional Details)	July 2025	Zach Atwell

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