



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Sick Leave

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

REGULATION STATEMENT:

Kentucky State University (KSU) allows full-time employees to take sick leave, with or without pay, to provide time off from the job while they are experiencing an illness, undergoing medical care, or caring for a relation covered by the Family Medical Leave Act ("FMLA"). This regulation establishes the requirements and procedures for requesting sick leave.

Full-time employees who are unable to report to work—or must leave work—due to personal illness or injury, scheduled medical or dental appointments, or aiding family members who are ill or injured are normally eligible for paid sick leave in an amount not to exceed the sick leave accrued to date. Employees may also use sick leave for additional bereavement leave, as outlined in the Bereavement Leave Regulation. Employees must request the use of sick leave before they are scheduled to report to work unless there is a legitimate reason why they are unable to do so.

DEFINITIONS:

Exempt Employee

Exempt employees are employees in positions exempt from overtime pay.

Full-Time Employee

Full-time employees are employees who are continuously assigned to work a minimum of 37.5 hours per week (40 hours where entire units or offices remain open, such as Physical Plant, Public Safety, Information Services and Resources, and others), and who have an employment period of at least nine (9) months per year. Full-time employees are eligible to participate in all KSU-provided benefits.

Non-Exempt Employee

Non-exempt employees are employees in positions not exempt from overtime pay.

PROCESS:

Accruing Sick Leave

Full-time employees shall accrue sick leave at the rate of one day per month. Sick leave is earned during each payroll cycle.

There is no limit to the amount of paid sick leave a full-time employee can accumulate.

Coordination with Other Paid Time Off

Paid sick leave does not accrue during periods of leave without pay. Additionally, paid sick leave is not considered as hours of work for the determination of a staff employee's eligibility for overtime pay for hours exceeding forty (40) in a single week. Use of paid sick leave that occurs during a period in which a staff employee is on a scheduled paid vacation leave will be allowed as sick leave, instead of paid vacation leave, but only if the staff employee provides written certification, signed by a healthcare provider, that confinement for an illness was required.

If an employee has exhausted all sick leave, he or she may, upon approval from his or her supervisor, use accrued vacation leave to continue to receive pay.

Employees may also use paid sick leave to extend bereavement leave, as described in the Bereavement Leave Regulation.

Proof of Illness Certification

An employee is responsible for notifying his or her immediate supervisor that time off is necessary under paid sick leave conditions. Certification of illness by the employee's healthcare provider is required if it is necessary for the employee to be off due to illness or medical care for more than three (3) successive days. An employee must provide the supervisor with the certification of illness or medical care in writing within two (2) days of his or her return to work.

A supervisor may request certification of illness at any time if sick leave abuse is suspected.

Accrued Sick Leave Upon Separation of Employment

Any unused sick leave balance shall be forfeited and may not be paid to an employee upon his or her separation from KSU.

At the time of retirement, employees may receive service time credit for unused sick leave in accordance with the conversion chart maintained by their respective Kentucky retirement systems, including but not limited to Kentucky Public Pensions Authority. Service time credit is not applicable for non-state retirement programs. Actual credit is determined by the corresponding regulations of the various state retirement systems.

REFERENCES AND RELATED MATERIALS:

- Bereavement Leave Regulation
- FMLA Policy
- Shared Sick Leave Regulation
- KRS 161.620
- KRS 161.623

CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	Human.Resources@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy) (HR Policy Manual)	March 2013	Unknown
Revised	August 9, 2024	Zach Atwell
Revised (Reclassified as a Regulation)	July 21, 2025	Zach Atwell
