



Please contact Human Resources for information on other leave types such as Court Appearance Leave, Jury Duty Leave, Military Leave, Disaster Service Volunteer Leave, Leave of Absence, or Disability Leave.

Non-exempt Employees: Leave for non-exempt employees must be taken in quarter hour increments. Whenever possible, request leave in advance. To request sick leave, vacation leave, or a discretionary holiday, fill out the Request for Leave and submit it to your supervisor. Your supervisor shall either approve or deny the leave and notify you.

Exempt Employees: Leave for exempt employee must be taken in half or full day increments. Whenever possible, request leave in advance. To request sick leave, vacation leave, or a discretionary holiday, fill out the Request for Leave and submit it to your supervisor.

A supervisor may deny a request for time away from work of less than a half-day, or may require an exempt employee to use and report a half or a full day of leave, if this policy is abused through excessive absences of less than half or full day increments. If the employee is required to use a half day of leave under such circumstances, the employee cannot return to work before the allotted time of leave is used.

Leave without Pay (LWOP): An employee must exhaust all annual leave and/or sick leave before requesting leave without pay unless prior approval is received from Human Resources, in writing, and the Appointing Authority. Exempt employees may not be granted leave without pay in increments of less than 8 hours.

In the event that an exempt employee does not have sufficient leave balances to cover a full day off work, the employee's supervisor shall be given the option of disapproving the partial day's leave which will cause the employee to be assessed a full day of Leave Without Pay.

When returning from LWOP for medical conditions, the employee may be required to provide a release to return to work from their health care provider addressing the employee's ability to perform the duties required of the position. The statement must include the date the employee is released to return to work, if the employee is released to work full time or part time and if the employee has any restrictions or not.

Reference: K.A.R. 1-2-42; K.A.R. 1-2-42A; K.A.R. 1-9-1 et. seq;