



An employee who is ill and unable to attend work is encouraged to use leave as appropriate. Leave benefits are provided specifically for these instances. If all leave balances are depleted, leave without pay and/or Shared Leave may be used. See KDADS Human Resources office or see KDADS Shared Leave policy (11.9).

Any exceptions require the prior written approval from the KDADS Deputy Director of Human Services. If an employee has a situation that he/she believes merits an exception, then the employee, working with their supervisor, will consult with the KDADS Deputy Director of Human Services to determine the information necessary to make a determination. Employees may be required to apply for Family Medical Leave (FMLA).

The work at home arrangement does not alter or change the employment relationship between the employee and KDADS. It is the employee's duty to comply with all federal and state employment laws and agency policies, including but not limited to professional conduct, internet and email usage, and hours of work, time and leave reporting. Failure to do so may result in progressive disciplinary action, up to and including dismissal.

In the event an exempt employee is approved for a work at home arrangement, the effective date will be at the beginning of the next pay period at which time their FLSA status will temporarily change to non-exempt. The employee's FLSA status prior to the work at home arrangement will be restored at the beginning of the next pay period after their return.

*Reference: K.A.R. 1-9-1; Fair Labor Standards Act of 1938, 29 U.S.C.A § 201 et seq.*