I. POLICY STATEMENT

Introduction:
This policy describes employee eligibilities and obligations relative to temporary illnesses and incapacitation. The university reserves the right to require medical statements to support the use of benefits under this policy. Failure to provide requested documentation may result in a "without pay" status for the period of time in question, suspension or dismissal.

Intention
The Temporary Disability Leave Policy is intended to encourage the accumulation of temporary disability leave to cover an extended illness or incapacitation as described in the Family and Medical Leave policy.

It is urged that staff members recognize the value of accumulating as much temporary disability leave as possible to cover potential emergency needs or to be applied upon retirement to the Kentucky Employees Retirement System if the employee is a member of said retirement system.

Accumulating temporary disability leave
Regular full-time staff employees earn a temporary disability leave allowance of one day with pay for each calendar month of employment. Temporary disability leave may be accumulated without limitation.

New regular employees accumulate temporary disability leave, but it is not available for use until the fourth month of employment. The temporary disability leave allowance will be earned for a month when employment commences on or before the last working day of that month. No allowance is earned in the final month of employment when the termination occurs on or before the last working day of that month.

Employees transferring within the university retain their leave allowance accumulation in their new work assignment. Temporary disability leave continues to accumulate during any leave with pay, but not during any leave or extended leave without pay. Unused leave allowance will not be paid upon termination or resignation by the employee. Temporary disability leave with pay may not be taken in excess of the days accumulated.

Workers compensation
When a staff member receives workers' compensation benefits for time lost from work, accumulated leave may be used to supplement the difference between workers’ compensation and regular pay. Employees on workers’ compensation leave continue to accrue temporary disability and vacation time as though they were in paid status.

Overtime pay
Temporary disability is not considered as time worked for the purpose of determining overtime payments.

Vacation rule
When a staff member is on scheduled vacation, he/she is not eligible for temporary disability leave except under circumstances such as hospitalization. The staff member may request the authority to use leave but not, however, to result in double pay. Such a request is subject to approval of the major department head and Human Resources.

**Consultation requirement**

Illnesses extending beyond ten (10) consecutive working days will require a consultation between the supervisor and Human Resources and a PAR may be required from the department placing the employee on a Family and Medical Leave.

**Reporting absences**

Absences must be reported to the supervisor or department head by the employee or previously designated person before the start of the work period. Unreported absences may be without pay.

**Using disability leave days**

Regular employees who suffer temporary sickness or incapacitation, thus making them unable to perform assigned duties, will be granted leave for the necessary period not to extend beyond the period of time that can be covered by accumulated sick leave days.

Employees who require use of accumulated leave time beyond the accumulated leave limits discussed in this policy, may request a Family and Medical Leave and remain on leave or take additional leaves, with proper medical documentation, until accumulated leave time is exhausted. (See Family and Medical Leave policy.)

**Physician's statement**

In order to be paid out of sick accrual (disability), a physician's written statement is required for absences more than 3 days. A physician's written statement is required if the absence is more than 3 days by the employee's department head, supervisor or the Human Resources Department for any time off if there is a concern about the employee's ability in performing his/her job duties or upon suspected or proven abuse by the employee of temporary disability leave. All medical documentation must include treatment dates, a potential return to work date and any restrictions if applicable.

**Caring for family member**

Absences necessitated by emergency or serious illness of an immediate member of the family may be applied against accumulated temporary disability leave up to a maximum of 10 work days for a single illness. Medical documentation may be required. Immediate family is defined, for this purpose, as parents, brother, sister, spouse, child or other persons for whom the employee is directly responsible.

**Medical appointments**

Temporary disability leave may be utilized for the purpose of medical or dental appointments for the employee or a member of the immediate family as previously defined. Requests for any such use must be directed in advance to the appropriate designated supervisor for approval.

**Personal leave**

Employees needing additional time off without medical documentation, may request a Personal Leave of Absence. Personal leaves are granted only in special cases at the discretion of the major department head and approval of Human Resources. (See Personal Leave policy.)
When such a leave cannot be granted, employment may be terminated. If a personal leave is granted upon the expiration of the initial and extended Family and Medical Leave, the combined time off cannot exceed 180 calendar days within any twelve month period. An employee may use his/her accumulated vacation time during the Personal Leave; accumulated sick time may not be used. An employee on personal leave assumes the full cost of his/her benefits for the duration of the leave.

II. ENTITIES AFFECTED

Faculty and Staff

III. DEFINITIONS

For purposes of this policy, the following definition shall apply:

Temporary illnesses and incapacitation: Illnesses of no more than 3 consecutive days, during which the employee is unable to perform his/her duties because of his/her own incapacitation or that of his/her dependents. Illnesses or incapacitation of a longer duration are addressed in the Family and Medical Leave policy.

<table>
<thead>
<tr>
<th>REVISION TYPE</th>
<th>MONTH/YEAR APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Policy</td>
<td>1/16/2009</td>
</tr>
<tr>
<td>Choose an item.</td>
<td></td>
</tr>
<tr>
<td>Choose an item.</td>
<td></td>
</tr>
<tr>
<td>Choose an item.</td>
<td></td>
</tr>
<tr>
<td>Choose an item.</td>
<td></td>
</tr>
<tr>
<td>Choose an item.</td>
<td></td>
</tr>
<tr>
<td>Choose an item.</td>
<td></td>
</tr>
</tbody>
</table>