



Leaves and Vacations

Policy Number: HR 150

Responsibility:

Annual leave is the same for faculty on both standard and extended contracts. Paid leaves should occur during breaks when school is not in session except in extreme circumstances and then only in close consultation with the department chair and administration.

When family or other emergencies make it imperative for a faculty member to take leave while classes are in session, the faculty member is responsible for finding a qualified replacement and classes should not be canceled.

Holidays

The following are observed by the College as school holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas.

Vacations

Salaried faculty members are required to schedule their vacations when school is not in session and after completion of the obligations of their letter of appointment. In the event that faculty input may be needed to reach a decision (e.g. scheduling classes, etc.) faculty members are requested to inform their Program Chair/Director where they may be reached.

Medical Leave

Medical Leave benefits are granted to regular full-time faculty during the courses of a regular contract year according to the provision below:

1. KC entitles up to 6 weeks full-time paid medical leave, during which time all regular benefits will be enforced.
2. Should the medical leave extend beyond the 6-week period, KC will pay 60% of the faculty member's salary for the remaining 6 weeks until such a time as applicable long-term disability coverage is in effect at the 13th week. The College will maintain group health insurance coverage for a

faculty member on “Family and Medical Leave Act” (FMLA) leave whenever such insurance was provided before the leave was taken and on the same terms as if the individual had continued to work, providing the faculty member meets the eligibility criteria for FMLA benefits. The faculty member will be responsible for the cost of any other benefits.

3. There is no guarantee that the position will be held for more than 12 weeks. Exceptions include an on-the-job injury for which the job is guaranteed for a maximum of 6 months.
4. Requests for medical leave must be made in writing through the Program Chair/Director, the Dean of Academic Affairs and the President.
5. KC reserves the right to request an employee returning from medical leave to submit a medical examination with a physician of KC’s choice in accordance with the rules of the FMLA.
6. Provisions for medical leave benefits for regular part-time (0.4 FTE or more) are granted on an individual basis, proportional to the hours worked and based upon the guidelines of the FMLA

Family Leave

KC follows the Family and Medical Leave Act of 1993. Requests for such leave should be brought to the attention of the Program Chair/Director. Details are available from the KHN Human Resources Department.

Funeral Leave

Full-time employees are granted up to 3 days off *with pay* following the death of an immediate relative. Immediate relatives include: spouse, parent, son, daughter, brother, and sister. Full-time employees are also granted one day off with pay following the death of a son- or daughter-in-law, mother-or father-in-law, grandparents, grandchild, and brother-or sister-in-law. For more information see KHN Human Resource policies.

Jury Duty

KC recognizes the need to cooperate with the courts in this civic responsibility. Every effort will be made to permit the employee to perform jury duty service when called. Employees will be paid regular base pay (exclusive of overtime and shift differential). For further details and information regarding this and subpoena/ depositions please refer to KHN Human Resources policies.

DATE OF ORIGIN: Faculty Handbook 2014-15

LAST REVIEWED: March 10, 2017

LAST REVISED:

REPLACES:

APPROVED BY:

EFFECTIVE DATE: March 10, 2017