

## Leave of Absence

*Approved 3/10/2015*

*Revised 12/13/2016*

*Revised 9/25/2018*



The Bullitt County Public Library may grant employees an unpaid personal leave of absence of up to three months. Job performance, absenteeism, and departmental requirements all will be taken into consideration before a request is approved. In most cases, requests for unpaid personal leave may be denied or granted by the Administration for any reason or no reason and are within the sole discretion of the Library. Per Kentucky Revised Statute 337.015, the Library shall grant reasonable personal leave not to exceed six weeks when the reception of an adoptive child under the age of seven is the reason for such request.

Employees should submit a request in writing to his or her immediate supervisor. The requesting employee will be asked to acknowledge in writing his or her understanding that all requests for personal leaves are not granted.

Employees are required to return from the unpaid personal leave on the originally scheduled return date. If the employee is unable to return, he or she must request an extension of the leave in writing at least two weeks prior to the originally scheduled return date. If the Administration declines to extend the leave, the employee must then return to work on the originally scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will be considered on a case-by-case basis.

Sick and vacation leave do not accrue while an employee is on an unpaid personal leave of absence. Employees with health care benefits are eligible to continue participation during the leave period. According to Federal law, a Leave of Absence qualifies as a COBRA (Consolidated Omnibus Budget Reconciliation Act) event due to a voluntary reduction of hours which results in loss of coverage, and the duration of and dates during which the leave falls on the calendar will determine when the coverage through COBRA begins. Questions about continued coverage should be asked in advance of taking leave.

Employees participating in the Kentucky Retirement System may not receive service credit for any full calendar months during which no hours were worked.

If an employee requests a leave of absence under false pretenses, the employee is subject to termination for misrepresentation. The Library reserves the right to terminate employment for any reason or no reason during the leave of absence.