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**Paid Holidays.** See Policy C12.

Full-time employees receive payment for holidays by entering eight hours on their respective time cards for each declared holiday. Full-time employees who begin their employment after the beginning of a new fiscal year will be eligible for paid holidays as they occur during the balance of the fiscal year.

Regular part-time employees who work 40 hours per week during the regular academic year (approximately 9 months) will be eligible for all declared holidays that occur during the academic year. Regular part-time employees who work less than 40 hours per week, either throughout the fiscal year or only during the academic year, will receive prorated payment for declared holidays based upon the ratio of hours worked to 2,080 hours. Supervisors can inform employees of any paid holiday benefit.

When a full-time support staff employee is required to work on a holiday, such work must be approved and authorized by the employee’s immediate supervisor prior to the holiday.

Part-time employees do not receive the paid holiday benefit.

**Paid Vacation.**

Full-time support staff personnel shall earn paid vacation hours based upon the following schedule. Regular part-time support staff employees also earn paid vacation hours based upon the same schedule except that the earned vacation hours are prorated based upon the ratio of hours scheduled to be worked (excluding any overtime hours) to 2,080 hours.

Years Worked	Paid Vacation Hours Earned	Accrual Cap
0 - 4	96 hours annually (8 hours/month)	144 hours
5 - 9	120 hours annually (10 hours/month)	180 hours
10 and over	160 hours annually (13.34 hours/month)	240 hours

Full-time and regular part-time employees begin earning paid vacation hours on the date of initial employment, and all subsequent increases in the number of earned vacation hours for which the employee is eligible will be based upon that date. Vacation accrual will be on a monthly basis. Vacation time may be accumulated until it reaches 1.5 times the vacation hours earned per year.

Support staff employees will not be granted advances on paid vacation hours. Regular part-time personnel will earn a prorated share of paid vacation hours based upon the total number of scheduled working hours.

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All full-time and regular part-time support staff employees must obtain approval from their immediate supervisors prior to utilizing earned vacation hours. Supervisors should be notified of the intent to utilize earned vacation hours at least two weeks in advance.

Support staff personnel receive compensation for earned vacation hours by entering the appropriate number of normal working hours on their respective timecards for those days during which paid vacation hours are utilized.

A support staff employee who resigns after being employed for at least six (6) months shall be paid at their hourly rate at the time of resignation for any earned but unused vacation hours. Support staff employees who resign prior to six (6) months of employment shall not receive payment for earned but unused vacation hours.

In the event of death, the designated KPERS beneficiaries will be paid for any earned but unused vacation hours.

Part-time employees do not earn paid vacation hours.

**Paid Personal Leave.** Full-time support staff employees are eligible for up to twenty-four (24) working hours of paid, non-cumulative personal leave per fiscal year and be approved in advance by the immediate supervisor.

Part-time support staff employees do not receive paid personal leave.

**Paid Bereavement Leave.**

A full-time support staff employee may be granted up to forty (40) working hours of paid, non-cumulative bereavement leave due to a death in the immediate family. A regular part-time support staff employee may be granted a prorated share of paid, non-cumulative bereavement leave due to a death in the immediate family. "Immediate family" is defined to include spouse, child, father, father-in-law, mother, mother-in-law, grandparent, grandparent-in-law, grandchild, brother, brother-in-law, sister, sister-in-law, legal dependent, or another person living in the immediate household of the employee.

All paid bereavement leave is discretionary and contingent upon approval by the immediate supervisor. A support staff employee must indicate the relationship of the deceased person(s) on the timecard.

**Paid Sick Leave**

**Physical Illness, Mental Illness, Disability, Doctor Appointments.** Full-time Support Staff shall earn paid sick leave hours based upon the following schedule. Regular part-time support staff will earn a prorated share of paid sick leave hours based upon the total

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number of scheduled working hours. Part-time support staff employees do not receive paid sick leave.

<u>Full Fiscal Years Worked</u>	<u>Paid Sick Leave Hours Earned</u>
0 – 2	80 hours annually (6.67 hours/month)
3 and over	120 hours annually (10 hours/month)

Sick leave hours may be earned until it reaches 800 hours.

Additional hours may be granted at the discretion of the President. Support staff may only draw upon sick-leave hours for hours that they were scheduled to work. The President may request a statement from a physician certifying illness and/or inability to perform job functions.

Employees must not be eligible for workers’ compensation payments, social security disability payments, KPERS disability payments, or other disability insurance payments or assistance.

Family leave shall be granted each support staff employee in order to attend to the needs of ill family members to include spouse, children, legal dependents, siblings, parents, in-laws, grandparents, grandchildren, and a relative living in the employee’s household. Family leave is to be taken from the employee’s paid sick-leave days and is not to exceed a total of 160 hours in the fiscal year.

A statement from a physician certifying illness may be required at the discretion of the President.

Return to Duty. Support staff employees should, as soon as possible, notify administration of the date planned for return to duty. A physician’s statement indicating ability to perform assigned duties may be required at the discretion of the President.

**Family and Medical Leave.** See Policy C11.

**Maternity Leave.**

All events associated with pregnancy and childbirth are processed through paid sick leave, the shared sick leave pool as defined in procedure C12 – Benefits, and/or the Family and Medical Leave Policy.

**Tuition and Fee Benefit.** See Policy C12.

Although a full-time or regular part-time employee would be expected normally to enroll in courses outside of their working hours, a full-time or regular part-time employee may take a course during their working hours without loss of pay if: (1) the course is job-related;

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(2) the desired course is not offered outside of the employee’s working hours; and (3) the employee has secured approval of their immediate supervisor. An employee may not take more than five (5) semester credits during working hours at any given time.

Part-time employee may not enroll in courses during their scheduled working hours without loss of pay.

**Early Retirement**

Tuition

Persons approved for retirement will be provided tuition and comprehensive fee benefit, including members of their immediate families as defined in policy C12.

Terms and Conditions

1. Each application for early retirement shall be given full consideration. The Board of Trustees reserves the right to consider the financial status of the College, the operational needs of the College, and other relevant matters when considering the application. Early retirement benefits shall automatically terminate when the retiree reaches eligibility of Medicare.
2. A support staff employee who takes early retirement shall have the responsibility to keep the school informed of their current mailing address and telephone number.
3. Coverage under the College group health care plan will no longer be made available upon the retired employee becoming covered or becoming eligible to be covered under a plan of another employer.
4. Death of the retiree prior to the date of retirement nullifies the responsibility of the Board of Trustees.
5. If any provision of this early retirement plan is determined to be in violation of federal or state regulations, that part of the plan shall terminate.

A support staff employee is eligible for early retirement if such employee:

- A. Is currently a full-time or eligible regular part-time support staff employee of the College;
- B. Is not less than 60 years of age and has 15 years or more of full-time or regular part-time employment service with the College; and
- C. Has 20 years or more service credit recognized by the Kansas Public Employees Retirement System (KPERs).

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Application

An eligible support staff employee may apply for early retirement by giving written notice to the Vice President for Administrative Services and their supervisor. Such written notice shall be submitted by April 1 proceeding the anticipated retirement date (the deadline of April 1 may be waived by the President) and shall include the following:

- A. A statement of the applicant’s desire to take early retirement;
- B. The anticipated date of retirement;
- C. Birthdate and age on the date of retirement;
- D. Years employed at the College.

Following final action on any application for early retirement, the Vice President for Administrative Services or supervisor shall notify the support staff employee in writing within one month if the Board approved or disapproved the early retirement.

Health Insurance

Persons approved for early retirement will be provided single health insurance coverage, not to exceed \$600 per month, under the College health insurance program until Medicare eligibility is reached unless such coverage is disallowed by the policies of the insurance carrier or a state or federal law or agency. The early retiree will be permitted to keep their spouse insured through the College health insurance program at the early retiree’s expense until the early retiree’s spouse reaches eligibility for Medicare or the retired employee becomes covered or becomes eligible to be covered under a plan of another employer, unless such coverage is disallowed by federal or state law, the regulations of a governmental agency, or the policies of the insurance carrier.

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