

## Attachment 3

### University Handbook, Section E: Leaves, Insurance, and Retirement Programs

Note: PPM in text below refers to *KSU* Policy and Procedures Manual of the ~~K-State Business Office~~, available in college *university* offices and in most departments *on line at* <http://www.ksu.edu/policies/ppm/>.

#### Sabbatical Leave

**E1** Eligibility, leave lengths, terms. Sabbatical leaves shall be approved by the chief executive officer of each institution in accordance with Kansas Board of Regents policy. Sabbatical leave may be granted under the following conditions:

**E2** In strictly meritorious cases, a full-time faculty member on regular appointment at any of the Regents institutions of higher education who has served continuously for a period of six years or longer at one or more of these institutions, may, at the convenience of the institution and upon the recommendation of the provost and approval of the president of the institution, be granted a sabbatical leave. Sabbatical leaves are granted for purposes such as pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience. Leave will not be granted for a period of less than one semester nor for a period of more than one year, with reimbursement being made according to the following schedule:

- for nine-months faculty members, up to half pay for an academic year, or up to full pay for one semester.
- for 12-months faculty members, up to half pay for a full year (11 months), or up to full pay for a half year (five months).

**E3** Provided: Regular salary is defined as the salary being paid at the time the sabbatical leave begins. Outside grant funds received by the university in support of the individual's scholarly efforts during his/her sabbatical leave may be used for supplemental salary, but total sabbatical leave salary in these instances may not exceed his/her regular salary.

**E4** Provided further: That the number of faculty members to whom leave of absence with sabbatical pay is granted in any fiscal year shall not exceed four percent of the number of equivalent full-time faculty with rank of instructor or higher, or equivalent rank for the institution concerned for the fiscal year for which the leave of absence is granted.

**E5** And provided further: Faculty must agree to return to the service of the state institution granting the sabbatical leave for a period of at least one year (9 or 12 months depending on term of employment) immediately following the expiration of the sabbatical leave. Persons failing to return to the institution granting sabbatical leave shall refund all sabbatical pay. Those who fail to remain for the full one year of school service (9 or 12 months depending on annual term of employment) shall refund that portion of

their sabbatical pay as represented by the portion of the one year they fail to serve. (FS 11/9/99)

**E6** Deadline for application. Faculty members applying for a sabbatical leave must make formal application to their department administrator no later than November 1 of the year preceding that for which leave is requested. Applications must be submitted to the Office of the Provost by December 15. Exceptions to this deadline may be considered depending on the circumstances. To inquire about exceptions to these application deadlines, contact the office of the appropriate dean. Leaves will be considered on the basis of comparative merit, with the preference given to sabbatical leave requests for a full year at one-half pay.

**E7** Division of Human Resources will notify the department administrator, dean, provost, and controller in writing concerning faculty members who are leaving Kansas State University prior to completion of their one-year period of obligation. The Division of Human Resources will determine the duration of service performed after return from sabbatical leave, (summer school teaching is not credited toward completion of the 9-month, one-academic-year service requirement), calculate the amount to be repaid by the faculty member based on a standard formula, and notify the controller. The faculty member and the controller will establish a mutually agreed-upon repayment schedule whereupon payments will be remitted to the Kansas State University cashier. (Policy and Procedures Manual, Chapter 4865) (FS 11/9/99)

**E8** Faculty members seeking approval or who are approved for sabbatical leave should contact the Division of Human Resources to determine the appropriate health insurance plan coverage while on sabbatical leave.

**Leave Without Pay (See *KSU Policy and Procedures Manual, Chapter 4865 for further information, forms and related links*)**

**E10** General. Any authorized leave from university duties for purposes not directly a part of the university program and during which period the faculty or unclassified professional member does not receive university compensation constitutes a leave without pay. Such a leave requires the approval of the department head, dean, and provost and presupposes values in the leave related to the faculty or unclassified professional member's subsequent service to the institution. These reasons may be professional growth, significant public service, health, parental leave, or other acceptable purposes.

**E11** A leave without pay may be granted when such is judged by the unit head with concurrence of the dean and provost to be in the best interest of the university. The bases for granting this leave are many but do not include simply extending the probationary period to makeup for what clearly has been less than adequate prior performance. Such leave will not be regarded as a break in continuous service; however, such leave without pay will not count toward earning sabbatical leave. Scholarly leave which alters the faculty member's yearly appointment below any of the conditions set forth in [C84](#) will not count as part of the probationary period (see [C82.2](#), [C82.3](#)).

**E11.1** A leave without pay for up to three years may be granted by the President of Kansas State University when such is judged to be in the best interest of the institution.

Any extension of a leave without pay beyond the three years requires the approval of the Board of Regents. Documentation of extraordinary circumstances, furnished by the President of Kansas State University, is required for the Board of Regents review.

**E12 Eligibility.** To qualify for leave without pay, the faculty or unclassified professional member's name must appear on a budget line in the budget; or, if employed after the budget is prepared, must be listed in the annual budget when it is prepared for the following academic year. This must be indicated at the time of the original appointment. Individuals not listed in the regular budget are not eligible for leave without pay.

**E13 Nine-month appointments.** Faculty or unclassified professionals who have regular nine-month appointments and are not appointed for summer school or other summer appointment, or who do not elect to take their salary in 12 equal installments, shall be placed on involuntary leave without pay for the summer (June, July, and August).

Faculty or unclassified professionals who hold term nine-month appointments who are not appointed for the summer, and have a contract for the following academic year, may be placed on leave without pay for the summer (June, July, and August).

**E14 Procedures and conditions for voluntary leave.** A signed Memorandum of Agreement is required for faculty or unclassified professionals who seek leave without pay. A signed copy of this form must be forwarded by the department head to the Division of Human Resource. A duplicate copy must be given to the faculty or unclassified professional member and the dean of the college.

**E15** Faculty and unclassified professionals covered by the State Health Insurance Plan who will be on leave without pay are to contact the Division of Human Resources to arrange coverage and a premium remittance schedule.

**E16** In cases where faculty and unclassified professional members receive less than a full-time leave without pay their eligibility for health insurance shall be determined by and be in accord with the policies, rules, and regulations of the State Employees Health Insurance Commission. (BOR 1/17/79)

**Sick Leave** (*See [KSU Policy and Procedures Manual, Chapter 4865](#) for further information, forms and related links*)

**E20** Each faculty and unclassified professional, both salaried and hourly, excluding those on a temporary appointment, earns and accumulates sick leave upon employment. The maximum sick leave credit a faculty or unclassified member may accrue in any pay period is 3.7 hours. ~~The amount of sick leave hours earned each pay period and the increments in which sick leave may be used is determined as follows:~~

1. ~~Non-exempt unclassified professionals accrue sick leave in accordance with the following table:~~

**Table A**  
**Sick Leave Earnings Schedule**  
**Non-Exempt Unclassified Professionals**

<b>Hours in Pay Status Per Pay Period</b>	<b>Hours Earned Per Pay Period</b>
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~~\*\*—Maximum standard hours allowable under the Fair Labor Standards Act (FLSA).~~

~~Non-exempt unclassified professionals are charged sick leave only for those times they normally work. Non-exempt unclassified professionals may use sick leave in increments of a quarter of an hour, if necessary.~~

2. Exempt faculty and unclassified professionals accrue sick leave in accordance with the following table:

**Table B**  
**Sick Leave Earnings Schedule**  
**Exempt Unclassified Professionals**

<b>Appointment FTE</b>	<b>Hours Earned Per Pay Period</b>
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Exempt unclassified employees are considered to be “in pay status” except for the following periods of time:

- a. full days of leave without pay;
- b. full workweeks of leave without pay due to a suspension; or
- c. one or more full days of leave without pay due to a suspension imposed in good faith for violation of workplace conduct rules or for an infraction of a safety rule of major significance.

Hours “in pay status” does include time off while receiving Workers’ Compensation wage replacement for loss of work time. (NOTE: Only actual hours worked are used in calculating overtime hours. See Policy and Procedures Manual, Chapter 4220).

Sick leave usage by exempt unclassified employees, including part time exempt unclassified employees, is administered as follows:

- d. sick leave is used in either half day or full day increments.
- e. time away from work for less than half of a day will not be accumulated over multiple days to total a half day or full day increment of sick leave. However, time away from work of less than half of a day may be accumulated in the same day to total a half day increment
- f. a supervisor may deny the request of an exempt unclassified employee of time away from work of less than half of a day or may require the employee to use half of a day or a full day of sick leave if the employee has abused the use of leave in less than half day or full day increments or if other similar circumstances exist.

There is no limit to the amount of sick leave which may be accumulated.

Sick leave hours earned by a faculty or unclassified professional during a biweekly pay period are credited to the individual, and available for use, on the first day of the following biweekly pay period.

Faculty on sabbatical leave earn sick leave in proportion to their pay status during the sabbatical leave.

Faculty and unclassified professionals do not earn sick leave while on leave without pay.

Nine month faculty and unclassified professionals earn sick leave for the months of June, July and/or August only if they receive an appointment covering pay periods during these months.

~~Graduate student employees do not earn sick leave.~~

~~Sick leave may be granted only for the following reasons:~~

- ~~g. illness or disability of the faculty or unclassified member, including pregnancy, childbirth, miscarriage, abortion and recovery therefrom and personal appointments with a physician, dentist or other recognized health practitioner; or~~
- ~~h. illness or disability, including pregnancy, childbirth, miscarriage, abortion, and recovery therefrom, of a family member, and a family member's personal appointment with a physician, dentist or other recognized health practitioner, when the illness, disability or appointment reasonably required the faculty or unclassified professional member to be absent from work. A faculty or unclassified member's family includes: (a) persons related to the faculty or unclassified professional member by blood, marriage, or adoption; and (b) minors residing in the faculty or unclassified professional member's residence as a result of court proceedings pursuant to the Kansas code for care of children or the Kansas juvenile offenders code; or~~
- ~~i. legal quarantine of the faculty or unclassified professional; or~~
- ~~j. the adoption of a child by an faculty or unclassified professional or initial placement of a foster child in the home of a faculty or unclassified professional member, when the adoption or initial placement reasonably requires the person to be absent from work.~~

~~To request sick leave, a faculty or unclassified professional member is to submit a Faculty Leave Report to their immediate supervisor and have the leave approved prior to the requested date, if possible.~~

~~The department head/director may request a physician's medical certificate for temporary disability before sick leave is approved. Sick leave resulting from pregnancy must be treated in the same manner as any other temporary disability, and a physician's certificate will not be required unless it is required for other types of disabilities.~~

~~The department head/director may request a written release by a physician before a faculty or unclassified professional member who has been on sick leave is allowed to return to work.~~

~~If the department head/director has evidence that a faculty or unclassified professional member cannot perform his or her duties because of illness or disability, and if the faculty or unclassified professional member has accumulated sick leave and refuses or fails to apply for sick leave, the department head/director may require the faculty or unclassified professional member to use sick leave. Upon exhaustion of the faculty or unclassified professional member's sick leave credits, the department head/director may require use of any accumulated~~

~~vacation leave credits. If the faculty or unclassified professional member has exhausted all accumulated sick and vacation leave credits, the department head/director may request that the Provost grant leave without pay.~~

~~If a faculty or unclassified professional or a member of the faculty or unclassified professional's family, as specified above, becomes ill while the employee is taking vacation leave and is deprived of all or a significant portion of the vacation due to the illness, the department head/director, upon request of the faculty or unclassified professional, may charge to sick leave some or all of the time the employee or family member was ill while on vacation.~~

~~Faculty and unclassified professionals who are injured on the job and awarded Workers' Compensation may be granted use of accumulated leave, upon the faculty or unclassified professional member's request. The compensation for accumulated leave used each pay period will be that amount which, together with Workers' Compensation pay, equals the regular salary for the faculty or unclassified professional. Unless the faculty or unclassified professional requests otherwise, vacation leave credits and compensatory time credits will be used only after sick leave credits have been exhausted. If the faculty or unclassified professional has accumulated the maximum vacation leave credits and will lose credited leave if it is not used, the faculty or unclassified professional may request the use of vacation leave at the appropriate rate instead of using accumulated sick leave.~~

~~Workers' Compensation days credited back to the faculty or unclassified professional will be in no less than one-quarter hour increments. If accumulated leave is exhausted, the faculty or unclassified professional may request that the Provost grant leave without pay.~~

~~No faculty or unclassified professional may earn credit for sick leave after his or her resignation date or date of other type of separation from employment. A former faculty or unclassified professional who has unused sick leave at the time of separation, and who returns to a regular position within one year, will have the unused sick leave returned to the faculty or unclassified professional member's credit. This provision does not apply to a person who has retired from state service.~~

~~Any faculty or unclassified professional retiring from Kansas State University who has accumulated 800 hours or more of sick leave shall receive, at the time of retirement, compensation for accumulated sick leave as follows:~~

- ~~k. compensation for 30 working days, if such person has completed 8 or more years of service and has accumulated at least 800 hours of sick leave;~~

~~l. compensation for 45 working days, if such person has completed 15 or more years of service and has accumulated at least 1000 hours of sick leave; or~~

~~m. compensation for 60 working days, if such person has completed 25 or more years of service and has accumulated at least 1200 hours of sick leave.~~

~~Payment is made based upon the faculty or unclassified professional member's salaried or hourly rate of pay at the time of retirement.~~

~~**E30** Temporary disability. The department head may request a physician's medical certificate for temporary disability before leave is approved. Sick leave resulting from pregnancy must be treated in the same manner as any other disability.~~

**Family and Medical Leave Act (FMLA) (See [KSU Policy and Procedures Manual, Chapter 4865](#) for further information, forms and related links)**

**E31** The Family and Medical Leave Act (FMLA) entitles eligible faculty and unclassified professional members to up to twelve weeks of unpaid leave for the birth, adoption or foster placement of a child; for a serious health condition of the faculty or unclassified professional; or for a faculty or unclassified professional member to care for his or her family member with a serious health condition. (Policy is published in the Policy and Procedures Manual, [PPM])

**Shared Leave Policy (BOR 1-27-94) (See [KSU Policy and Procedures Manual, Chapter 4865](#) for further information, forms and related links)**

**E32** All faculty and unclassified professionals who accumulate sick leave and have completed six months of continuous service shall be eligible for participation in the shared leave program. The purpose of the program is to provide income protection for faculty or unclassified professionals who cannot perform regular work duties and have exhausted all forms of paid leave. The shared leave program is a means to transfer sick leave to another qualifying faculty, unclassified professional or classified employee experiencing a serious, extreme or life-threatening illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the person to take leave without pay or terminate employment, either personally or by a family member. Faculty and unclassified professionals may only donate accrued sick leave hours. Faculty and unclassified professionals who want to donate sick leave must have a sick leave balance of at least 480 hours after the donation is made, unless the employee donates sick leave at the time of separation from service.

**Vacation Leave (See [K-State KSU Policy and Procedures Manual, Chapter 4865](#) for further information, forms, and related links)**



**E40** The university expects that each member of the faculty or unclassified professionals will take an adequate vacation each year in order to refresh and to prepare himself or herself for the duties of the coming year.

**E41** Vacation leave should be arranged in advance with the approval of the member's department head and dean. Every effort will be made to accommodate the personal wishes of the faculty or unclassified professional member.

Effective September 21, 2006, the following exempt and non-exempt unclassified employees, excluding those on a temporary appointment, earn and accumulate vacation leave:

- a. employees appointed to a regular full-time, twelve month unclassified position;
- b. employees appointed to a regular full-time, less than twelve month unclassified non-instructional position;
- c. employees appointed to a less than full-time, twelve month position; and
- d. employees appointed to a less than full-time, less than twelve month non-instructional position. (BOR 9/210/06)

~~The maximum vacation leave credits earned each pay period are shown in the following tables:~~

~~1. Non-exempt unclassified professionals accrue vacation leave in accordance with the following table:~~

~~**Table C**  
**Vacation Leave Earnings Schedule**  
**Non-Exempt Unclassified Employees**~~

~~**Hours in Pay Status Per**    **Hours Earned Per**  
**Pay Period**                    **— Pay Period**~~

~~\*\*—Maximum standard hours allowable under the Fair Labor Standards Act (FLSA)~~

~~Non-exempt unclassified employees are charged vacation leave only for those times they normally work.~~

~~Non-exempt unclassified employees may use vacation leave in increments of a quarter of an hour, if necessary.~~

~~Non-exempt unclassified employees are considered to be “in pay status” when actually working or when on any type of authorized leave, excluding sabbatical leave or leave without pay.~~

~~Hours “in pay status” does include time off while receiving workers' compensation wage replacement for loss of work time (NOTE: Only actual hours worked are used in calculating overtime hours. See PPOM Chapter 4220).~~

- ~~2. Exempt faculty or unclassified professionals accrue vacation leave in accordance with the following table:~~

**Table D**  
**Vacation Leave Earnings Schedule**  
**Exempt Faculty Unclassified Professionals**

<b>Appointment FTE</b>	<b>Hours Earned Per Pay Period</b>
Less than .25	2.0
.25—.49	4.0
.50—.74	6.0
.75—1.0	8.0

~~Exempt unclassified employees are considered to be “in pay status” except for the following periods of time:~~

- ~~a. full days of leave without pay;~~
- ~~b. full workweeks of leave without pay due to a suspension; or~~
- ~~c. one or more full days of leave without pay due to a suspension imposed in good faith for violation of workplace conduct rules or for an infraction of a safety rule of major significance;~~
- ~~d. sabbatical leave.~~

~~Hours “in pay status” does include time off while receiving Workers' Compensation wage replacement for loss of work time (NOTE: Only actual hours worked are used in calculating overtime hours. See K State Policy and Procedures Manual, Chapter 4220).~~

Vacation leave usage by exempt unclassified employees, including part-time exempt classified employees, is administered as follows:

- a. ~~vacation leave is used in either half-day or full-day increments.~~
- b. ~~time away from work for less than half of a day will not be accumulated over multiple days to total a half-day or full-day increment of vacation leave. However, time away from work of less than half of a day may be accumulated in the same day to total a half-day increment.~~
- c. ~~a supervisor may deny the request of an exempt unclassified employee for time away from work of less than half of a day or may require the employee to use half of a day or a full day of vacation leave if the employee has abused the use of leave in less than half-day or full-day increments or if other similar circumstances exist.~~

~~Unclassified employees earn vacation leave for only the first two pay periods in each month. Unclassified employees appointed to positions eligible to earn vacation leave will not accumulate more than twenty-two days (176 hours) of vacation leave per fiscal year. The maximum accumulation an unclassified employee may have is thirty-eight days (304 hours). When this maximum accumulation is reached, the employee does not earn any more vacation leave until such time as the maximum accumulation is reduced. (BOR 9/210/06)~~

~~An unclassified employee transferring from a position eligible to earn vacation leave to a less than twelve-month faculty (instructional) position will be paid for their accumulated vacation leave up to twenty-two days (176 hours maximum). (BOR 9/210/06)~~

~~Faculty does not earn vacation leave while on sabbatical leave or leave without pay. Faculty are not required to use accumulated vacation leave credits before going on sabbatical leave, however, they may not exceed the maximum accumulation limit.~~

~~Faculty and unclassified professionals appointed on a nine-month basis do not earn vacation leave. Their academic duties are closely related to the presence of students on campus. Student recesses offer the nine-month faculty and exempt unclassified professional member an opportunity to engage in research and perform other necessary professional duties. In consideration of the professional nature of a faculty or exempt unclassified professional position, they are expected to fulfill appropriate, professional and departmental responsibilities throughout the academic year, including student recesses, exclusive of legal holidays.~~

~~Graduate student employees do not earn vacation leave.~~

~~To request vacation leave, a faculty or unclassified professional is to complete a Faculty Leave Report and submit it to the immediate supervisor and have it approved prior to the requested date.~~

~~If an faculty or unclassified professional or a member of his or her family becomes ill while he or she is taking vacation leave, and for all intents and purposes, the faculty or unclassified professional is deprived of all or a significant portion of the vacation due to the illness, the department head/director, upon request from the faculty or unclassified professional, may charge to sick leave some or all of the time the faculty or unclassified professional or family member was ill during the vacation. For purposes of this section, illness includes any of the reasons for use of sick leave.~~

~~Each faculty or unclassified professional who resigns or is otherwise separated from employment (except for retirement) is paid for accumulated vacation leave at the same time as he or she is paid for the last day of work. Upon separation, a faculty or unclassified professional is paid for earned vacation leave which has accrued during the final pay period. In no case will an unclassified employee be paid for any vacation leave in excess of the maximum accumulation of twenty two days (176 hours). Pay for vacation leave at separation is calculated on the faculty or unclassified professional member's salaried or hourly rate of pay. No faculty or unclassified professional earns credit for vacation or holiday leave after his or her resignation date or date of other type of separation from employment. No faculty or unclassified professional may use accumulated vacation leave after his or her separation date except in the case of temporary disability.~~

~~Accumulated vacation leave for each faculty and unclassified professional who retires from Kansas State University is paid at the same time as he or she is paid for the last day of work. Upon retirement, a faculty or unclassified professional is paid for earned vacation leave which has accrued during the final pay period. In no case will a faculty or unclassified professional be paid for more than thirty days (240 hours) of accumulated vacation leave. Pay for vacation leave, at the time of retirement, is calculated on the faculty or unclassified professional's current salary or hourly rate of pay.~~

**E48** Reporting leave. For faculty ~~faculty~~ or unclassified professionals on split appointments, leave must be reported by the department which is responsible for the greater portion of the appointment time, or if the person's appointment is split evenly, by the department where the person receives his or her paycheck.

**Military, Jury Duty, and Funeral/Bereavement Leave (See *[KSU Policy and Procedures Manual, Chapter 486 5](#) for further information, forms and related links*)**

**E50** Faculty or unclassified professionals who are members of a reserve component of the military service of the United States shall be granted leave of absence with pay for active duty for a period, or periods, not to exceed 15 working days in any calendar year.

**E51** Leave with pay is provided for faculty and unclassified professional members absent because of jury duty. (See [D44](#).)

**E52** Leave with pay may be granted to a faculty or unclassified professional upon the death of a close relative. Such leave shall in no case exceed six working days. The faculty

or unclassified professional member's relationship to the deceased and necessary travel time shall be among the factors considered in determining the amount of funeral or bereavement leave to be granted. It is recognized that legitimate needs to attend to funeral matters, either for a relative or other person, may not be covered specifically in this statement. In these cases, appropriate arrangements may be made with the faculty or unclassified professional member's immediate supervisor. (FSM 11-12-85)

**Legal and Officially Observed Holidays (See ~~K-State~~ *KSU Policy and Procedures Manual, Chapter 4865* for further information, forms and related links)**

**E60** New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, and other days designated by the governor as days on which state offices are closed, occurring within the period of a faculty or unclassified professional member's vacation or sick leave days. If a holiday falls on a Saturday, the preceding business day is officially observed holiday; if a holiday falls on Sunday, the following business day is the officially observed holiday. No request for leave is necessary on legal or officially observed holidays. The governor may designate, in a particular year, additional days on which state offices are to be closed in observance of a holiday or a holiday season.

The Governor may designate a discretionary day for observance of a religious holiday or other special day. To be eligible for a discretionary holiday, a faculty or unclassified professional must be eligible for either the State of Kansas group health insurance program or the KPERS retirement plan and be employed by the State of Kansas for at least six continuous months. The purpose of the discretionary holiday is to give eligible faculty or unclassified professionals a day for observance of a religious holiday or special occasion. Eligible twelve month faculty and unclassified professionals appointed to a regular position of 1,000 hours or more are authorized a discretionary holiday with pay. Eligible faculty and unclassified professionals shall receive hours equal to the number of hours the person is regularly scheduled to work for a discretionary holiday. Example: a faculty or unclassified professional working half time would receive a four-hour discretionary holiday. The discretionary holiday must be taken during the pay periods specified by the Governor each calendar year. The discretionary holiday cannot be carried over to the following year. Also, a faculty or unclassified professional may not be paid for the discretionary holiday in lieu of taking the time off. All hours of the discretionary holiday must be taken on the same day and may not be taken in increments. (HRC 7-17-2003)

Nine month faculty or unclassified professionals are not eligible for the discretionary holiday.

~~Twelve month unclassified professionals who are non-exempt under the Fair Labor Standards Act (FLSA) who work on a holiday receive compensatory holiday credit at the rate of time and one half. Twelve month faculty or unclassified professionals who are exempt under FLSA earn one day (straight time) for working on a holiday.~~

~~Exempt faculty and unclassified professionals shall take holiday compensatory time only in either half or full day increments.~~

~~If a legal holiday is preceded or followed by an officially observed holiday, twelve month faculty and unclassified professionals unclassified employee will receive holiday credit for only one of the two days. Each twelve month full-time faculty or unclassified professional who is required to work on both the legal holiday and the officially observed holiday shall receive holiday compensation for one of the two days. If the number of hours worked on the two days are not the same, the person shall receive holiday compensation for the day on which the person worked the greater number of hours.~~

~~A faculty or unclassified professional who is on leave without pay for any portion of the last working day before a holiday or for any portion of the first working day immediately following a holiday shall not receive holiday credit, unless the department head/director granted the authorized leave without pay for a portion of either or both of the working days and approved the holiday credit for the person.~~

~~A legal holiday occurring within the period of a faculty or unclassified professional member's vacation (if applicable) or sick leave is not charged to accumulated vacation (if applicable) or sick leave credits.~~

~~Any twelve month faculty or unclassified professional whose last day at work before separating employment from the University is the day before a regularly scheduled holiday shall not receive holiday credit for the holiday.~~

Twelve month faculty or unclassified professionals are not eligible for any holiday on which school is in session.

~~**E61** In addition to the regular holidays listed above, all eligible 12-month faculty and unclassified professionals are authorized one additional (discretionary) holiday with pay during the calendar year. To be eligible for the discretionary holiday, a person must be eligible for or participating in either group health insurance or retirement and be employed by the State of Kansas for six months. The purpose of this holiday is to give the person a day for observance of a religious or special occasion without disturbing the business of the office. Nine-month faculty and nine-month unclassified professionals are not eligible for the discretionary holiday.~~

### **Terminal Leave (See PPM)**

**E70** The effective date of resignations, including any accumulated annual leave, shall be determined at the convenience of the university. The date when earned terminal annual leave begins shall be the date beyond which, in the opinion of the university, the person's services are no longer needed.

**E71** Credit for unused annual leave. Twelve month faculty and unclassified professional members terminating employment at the university, except for retirement, will be paid

unused earned annual leave up to a maximum of 22 working days (176 hours) as terminal leave.

**E72** Death benefits. Salary is paid up through the date of death. The estates of deceased faculty and unclassified professional employees receive payment for earned annual leave through the date of death, as authorized by current Kansas Board of Regents policy for separated employees.

**Health *and* Life Insurance, and Compensation (See K-State *KSU* Policy and Procedures Manual, Chapter 4820 *for further information, forms and related links*)**

**E80** Health insurance. (See PPM Chapter 4820) The State of Kansas provides benefits-eligible faculty and unclassified professional a number of health care programs. The type of health insurance program available is based upon the negotiated contract between the State of Kansas Health Care Commission and the individual health care provider companies. Generally, these include such programs as: medical care; dental care; pharmaceutical; vision care; and mental health. Participation in any of these health care programs is optional for the faculty or unclassified professional member.

Eligibility for participation in these programs is dependent upon the faculty or unclassified professional member's appointment status. For faculty and unclassified professionals, it is an appointment to either a full-time (1.0 FTE) or part-time (.5 FTE or more) in a regular position for at least 90 calendar days or more.

~~Benefits eligible faculty and unclassified professionals may enroll in the state sponsored health insurance program at the following times:~~

- ~~1. within the first 31 days of employment; or~~
- ~~2. during the annual open enrollment period; or~~
- ~~3. within 31 days of a family status change.~~

~~Health insurance coverage for benefits eligible faculty and unclassified professionals is effective the first day of the month following a 60+ calendar day waiting period. The 60+ calendar day waiting period begins with the first day of their appointment regardless of when they actually begin work.~~

~~Under certain circumstances, the 60+ calendar day waiting period may be waived. The prospective faculty or unclassified professionals will need to complete a request for waiver form. The prospective department head/director must state in a letter to the Division of Human Resources:~~

- ~~1. that the prospective faculty or unclassified professional is not eligible for continuation of health insurance coverage through their previous employer; and~~
- ~~2. that the waiting period will pose an obstacle to recruitment. This should include an explanation of recruitment difficulties.~~

~~Both of these criteria must be met before a request for waiver can be honored.~~

~~The letter, along with the request for waiver form, are to be submitted to the Division of Human Resources. However, no request for waiver will be entertained after the faculty or unclassified professional member has signed an employment contract with Kansas State University. The approving authority for waivers is the Health Benefits Administrator for the Kansas State Employees Health Care Commission.~~

~~If the faculty or unclassified professional is enrolling with spouse, child(ren) or full-family coverage, both the faculty or unclassified professional and dependents must be covered under the same group health insurance program. The faculty or unclassified professional pays for participation in this program through semi-monthly payroll deduction of pretax or after-tax premiums. The university contributes additional amounts each semi-monthly, pay period, depending on the type of enrollment and employment status/income levels.~~

~~The State of Kansas and the insurance providers reserve the right to request documentation to support proof of dependency and/or residency.~~

~~Health insurance coverage is discontinued at the end of the month in which the person terminates employment.~~

**E82 Supplemental Life Insurance** (See *[KSU PPM Chapter 4820 Policy and Procedures Manual, Chapter 4820 for further information, forms and related links](#)*) Benefits-eligible faculty or unclassified professionals have the option to purchase supplemental term life insurance. There are two supplemental plans available that allow for the premiums to be paid through payroll deduction. These are:

1. KPERS Optional Group Life Insurance (OGLI), and
2. Teachers and Employees Association (TEA) of Kansas State University.

Both of these life insurance plans are available to the faculty or unclassified professionals as an optional election.

~~KPERS Optional Group Life Insurance (OGLI) is a term life insurance plan. This insurance plan is underwritten by Minnesota Life Insurance Company who is under contract with KPERS for its administration. Effective January 1, 2004, coverage is available from \$5,000 to a maximum of \$250,000, in \$5,000 increments. Effective January 1, 2004, enrollment is available as follows:~~

- a. ~~new hires — the employee must enroll within 30 days of their appointment date. The employee is guaranteed an issue of \$50,000 without proof of insurability with coverage effective the first day of the month following receipt of the enrollment form in the Division of Human Resources, 103 Edwards hall. Amounts over \$50,000 will become effective upon approval by Minnesota Life Insurance Company. Minnesota Life Insurance Company reserves the right to order medical~~



tests necessary to determine insurability. The employee pays premiums based on attained age as of January 1 each year and the amount of insurance coverage purchased.

- ~~b. current employees—employees who have not reached the plan maximum may enroll or increase coverage at any time with proof of insurability. Coverage will be effective upon approval by Minnesota Life Insurance Company. Employees who have not reach the maximum are eligible for an additional \$25,000 guaranteed issued if they experience a birth or adoption of a child, marriage, or change in marital status (divorce or death). This election must be done within 30 calendar days of the event with coverage effective the first day of the month following receipt of the enrollment form in the Division of Human Resources, 103 Edwards Hall. The employee pays premiums based upon their attained age as of January 1 each year and the amount of insurance coverage purchased.~~

~~This life insurance plan offers coverage for the employee only. Employees may reduce their coverage level or cancel participation at any time by completing a reduction/cancellation form, available from the Division of Human Resources.~~

~~See PPM Chapter 4820 for details concerning conversion privileges, an accelerated death benefit, coverage during voluntary leave without pay, FMLA, and military leave.~~

~~The Teachers and Employees Association (TEA) of Kansas State University offers a term life insurance plan. Member coverage is available from \$10,000 to \$250,000 in \$5,000 increments, not to exceed five times the employee's annual salary. Benefits eligible employees may enroll in TEA for up to \$50,000 term life insurance coverage, if elected within 31 days of their hire date, without proof of insurability. Members may enroll or increase their level of coverage up to \$20,000, without proof of insurability, within 30 days of marriage, change in marital status, birth or adoption of a child. Applications submitted at any other times will require proof of insurability. Metropolitan Life Insurance Company, the insurance plan underwriter, reserves the right to order medical tests necessary to determine insurability.~~

~~This life insurance plan offers coverage for the employee's spouse and children as well as the employee. The premium is based upon the employee's attained age as of January 1 each year, the amount of coverage selected, and whether or not spouse and children coverage is selected. This plan has a continuous open enrollment.~~

~~Coverage commences upon acceptance of the enrollment form, payment of the one-time processing fee of \$3.00 and approval of the application by Metropolitan Life Insurance Company. If approved, coverage is effective the first day of the month following notification by Metropolitan Life Insurance Company.~~

~~Employees may reduce their coverage level or cancel participation by submitting a letter stating their intention to the Division of Human Resources, 103 Edwards Hall.~~

See PPM Chapter 4820 for details concerning conversion privileges and an accelerated benefits option.

**E84** Insured death benefit (See ~~PPM Chapter 4820~~ *KSU Policy and Procedures Manual, Chapter 4820 for further information, forms, and related links*). Faculty and unclassified professionals, who are eligible for or participating in the KPERS or Kansas Board of Regents retirement plans, are provided an insured death benefit at no cost to the faculty or unclassified professional. Coverage commences upon appointment to a benefits-eligible position. Upon the death of the faculty or unclassified professional, regardless of cause, the insured death benefit provides the faculty or unclassified professional member's named beneficiary 150% of the faculty or unclassified professional member's annual rate of compensation.

**E85** Employment-connected accidental death benefit (See ~~PPM Chapter 4820~~ *KSU Policy and Procedures Manual, Chapter 4820 for further information, forms, and related links*). This employment-connected accidental death benefit is provided to all faculty and unclassified professional staff who are participating in the Kansas Board of Regents mandatory retirement plan. Kansas State University pays the premium for this employment-connected accidental death benefit.

~~The Kansas Public Employees Retirement System (KPERS) provides accidental death benefits in the event of the faculty or unclassified professional member's death as a result of an accident arising out of, and in the course of, the faculty or unclassified professional member's actual performance of duty. The accidental death benefit is a lump sum payment of \$50,000 and a monthly benefit based on 50% of the faculty or unclassified professional member's final average salary (4 year average) less any monies received from Worker's Compensation. The minimum monthly benefit is \$100.00.~~

~~The accidental death benefit is payable only to a surviving spouse, dependent children or dependent parents, in this order of preference. The spouse's benefit continues until death or remarriage. Upon the spouse's death or remarriage, if there are remaining unmarried children under the age of 18, or 23 if full time students, the benefit is share equally until the last child marries, dies or reaches 18 or 23, if full time student, whichever occurs first.~~

**E86** Long term care insurance (See PPM Chapter 4820). The State of Kansas has contracted with MedAmerica Insurance Company to offer all faculty and unclassified professionals an opportunity to purchase long term care insurance for themselves, spouse, children, siblings, parents, parents-in-law, grandparents, and grandparents-in-law. Long-term care insurance is neither major medical insurance or income replacement. Long-term care insurance provides a daily benefit when the insured needs help with essential activities of daily living (e.g. bathing, dressing, eating, etc.). The cost of this insurance is paid entirely by the purchaser.

Coverage must be purchased within 31 calendar days after the faculty or unclassified professional employee's appointment date or during an established open enrollment period.

**E87** Disability income benefit (See ~~PPM Chapter 4820~~ *KSU Policy and Procedures Manual, Chapter 4820 for further information, forms and related links*). Faculty and unclassified professionals, who are eligible for or participating in the *the Kansas Public Employees Retirement System (KPERs)* or *the Kansas Board of Regents retirement plans plan*, are provided a disability income benefit at no cost to the person. Coverage commences upon appointment to a benefits eligible position. The disability income benefit is ~~66 2/3%~~ *60%* of the faculty or unclassified professional member's current annual rate of compensation on the date such disability commenced, payable in equal monthly installments, reduced by any Social Security Administration primary disability or retirement benefit, ~~50% of~~ *or* any workers' compensation benefit, and by any other disability benefit from any other source by reason of employment, subject to a minimum disability income benefit of \$100.00 per month *and a maximum disability income benefit of \$5,000 per month.*

Disability income benefits will not begin until after a 180-calendar day waiting period from the last day the employee was physically at work.

**E91** Unemployment insurance (See ~~PPM Chapter 4820~~ *KSU Policy and Procedures Manual, Chapter 4820 for further information, forms and related links*) Unemployment insurance is a program that provides temporary, weekly unemployment payments to qualified unemployed workers. Unemployed workers must meet specific eligibility requirements in order to receive this benefit. Unemployment insurance pays benefits to *qualified* workers until they *are recalled by the employer; until they find jobs for which they are reasonably suited in terms of training, past experience, and past wages; or until they reach the maximum benefit payable.*

Kansas State University, as an employer, participates in this program; however, the State of Kansas Division of Human Resources administer it.

**E92** Workers' compensation (See ~~PPM Chapter 4820~~ *KSU Policy and Procedures Manual, Chapter 4820 for further information, forms and related links*). All faculty and unclassified professionals at Kansas State University, including student employees, are provided workers' compensation coverage for work related accidents or occupational diseases arising out of or in the course of performing the duties of their employment, regardless of where the situation occurs. The burden of proof for establishing a right to an award of compensation shall be on the claimant.

All on-the-job accidents and injuries must be reported, upon occurrence, to the Division of Human Resources within 3 working days of the accident/injury.

~~Where temporary total disability results from the injury, compensation will not be paid until or unless the faculty or unclassified professional is disabled for more than seven calendar days. Should the disability go beyond 21 consecutive calendar days, compensation for the first seven days will also be paid. Thereafter payments shall be made in a sum equal to 66 2/3% of the person's gross average weekly wage, but not to~~

~~exceed or to be less than the maximum or minimum benefit provisions of the Workers' Compensation Act.~~

~~Faculty and unclassified professionals awarded workers' compensation pay are granted use of accumulated leave to pay the difference between the regular pay and the worker's compensation pay.~~

~~**E93** Compensation for medical services will be paid for on the job accidents. Compensation for disability will not be paid until and unless the faculty or unclassified professional is disabled for a period of at least seven days. If a disability exists for three consecutive weeks or more, then compensation shall be paid for the first week. Other compensation may be paid as provided in the act.~~

### **Retirement Programs**

**E100** Faculty and unclassified professionals not holding tenure may continue their employment in accordance with expected standards of performance until any age. Faculty and unclassified professionals who have retired from the university are eligible for appointment to new or vacant positions without regard to their retirement status. (FSM 4/10/90)

### **Social Security**

**E110** Faculty and unclassified professional of the university are, with some exceptions, in the Old Age and Survivors and Disability Insurance System. Benefits provided by the Social Security System are income retirement allowance, disability and life insurance payments, and certain medical services under the Medicare amendments. Specific information concerning individual cases may be obtained from the Social Security Branch Office.

**Contributing Programs at K-State (See ~~K-State Policy and Procedures Manual, Chapter 4810~~ *KSU Policy and Procedures Manual, Chapter 4810 for further information, forms and related links*)**

**E120** Kansas Board of Regents *Mandatory Retirement Plan* (See PPM Chapter 4810). All faculty and unclassified professionals employed .5 FTE or more for at least 90 calendar days or more, except those Cooperative Extension employees covered by a federal retirement plan, are eligible and shall participate in the Kansas Board of Regents *Mandatory Retirement Plan*. Any faculty or unclassified professional member who is employed at least .25 FTE and who has entered into a reduced service program agreement is eligible and shall participate in the Kansas Board of Regents *Mandatory Retirement Plan*.

All eligible faculty and unclassified professionals shall begin participation in and make contributions to the Kansas Board of Regents *Mandatory Retirement Plan* on the first day of the pay period coinciding with or next following the completion of a one year waiting

period in an eligible category. ~~Failure of a faculty or unclassified professional to participate when eligible shall be cause for the immediate termination of employment.~~

The one year waiting period may be waived if *the faculty or unclassified professional:*

1. ~~the faculty or unclassified professional has participated at least one year in a retirement plan at another institution of higher education and has a valid retirement annuity contract at the time employment commences at K-State;~~ *has participated in a retirement program resulting from employment with an institution of higher education located in the United States to which employer contributions were made for at least one year (365 days) within the five-year period immediately preceding employment with Kansas State University;* or
2. ~~the faculty or unclassified professional~~ *2. has participated at least one year in a retirement plan with an institution of higher education within a five-year period immediately preceding employment at K-State and which does not involve the purchase of an annuity contract; or participated in a State of Kansas mandatory retirement plan (other than the Kansas Board of Regents Mandatory Retirement Plan) for at least one year (365 days), including time in a waiting period, within the five-year period immediately preceding employment with Kansas State University.*
3. ~~the faculty or unclassified professional participated at least one year under the Kansas Public Employees Retirement System (KPERs) within a five-year period immediately preceding employment at K-State.~~

To document such covered employment, new faculty or unclassified professionals must have the "Documentation of Service for Immediate Participation in Regents Retirement Program" form, PER-33, completed by the former institution and forwarded to the Division of Human Resources.

The participants in the Kansas Board of Regents *Mandatory* Retirement Plan currently contribute 5.5% of gross earnings for the purchase of these retirement annuities and Kansas State University currently contributed 8.5%. These amounts are statutory, as set by the Kansas Legislature. Participant contributions will be made on a tax-deferred basis under an agreement for salary reduction executed in accordance with Section 403(B) of the Internal Revenue Code.

~~E121 TIAA/CREF.~~ The Kansas Board of Regents has selected Teachers Insurance and Annuity Association -- College Retirement Equities Fund (TIAA-CREF), ~~the~~ *and* ING Aetna Financial Services, Lincoln Financial Group, and Security Benefit Life Insurance Company to provide investment options to participants in the Kansas Board of Regents *Mandatory* Retirement Plan.

~~Each eligible faculty or unclassified professional is responsible for selecting an investment provider and the investment options to which the retirement contributions are~~

~~to be deposited. Only one investment provider can be selected for use by a faculty or unclassified professional at a time. Only once during a calendar year, but at any time during each calendar year, the eligible faculty or unclassified professional will be able to direct all future contributions to a different investment provider.~~

Each retirement account is immediately vested; however, cash withdrawals are prohibited while employed.

There is no mandatory retirement age. For purposes of eligibility for certain statutory retirement benefits, retirement may be no earlier than the 55th birthday. Faculty and unclassified professionals who retire at age 55-59 must have ten years of service in a benefits eligible position at a Kansas Board of Regents institution of higher education. There is no minimum service requirement at age 60 or older.

**E122** Voluntary tax sheltered annuities. *(See KSU Policy and Procedures Manual, Chapter 4820 for further information, forms and related links).* The Kansas Board of Regents has authorized faculty and unclassified professionals the option of requesting to have their salaries reduced and to place the amount of reduction into ~~an annuity contract or account owned by the faculty or unclassified professional.~~ *a voluntary tax sheltered annuity contract.* Under these provisions, the university may place a portion of the faculty or unclassified professional member's compensation into an annuity contract or account that will not be currently subject to income tax, but will be taxed when the funds are received by the faculty or unclassified professional or the beneficiary. Any tax sheltered annuities purchased must be by payroll deduction and executed in accordance with section 403(b) of the Internal Revenue Code.

Any person who is employed at least .5 FTE or more for at least 90 calendar days or more is eligible to participate.

The maximum amount that may be tax-deferred is limited by the Internal Revenue Code.

~~Companies authorized to issue voluntary tax sheltered annuities are any life insurance company authorized to do business in Kansas and any company offering retirement plans that meet the requirements of section 403(b) of the Internal Revenue Code (mutual funds). Companies must be approved by the Kansas Board of Regents prior to enrollment by faculty or unclassified professionals.~~

**E123** ~~Kansas public employees retirement system (KPERS) (See PPM Chapter 4810). Faculty and unclassified professionals and staff who on August 18, 1976, elected to retain their membership in the Kansas Public Employees Retirement System, under the requirements of Senate Bill 994, remain in the system.~~

**E124** ~~Benefits under KPERS. Under this program, members contribute four percent of their biweekly gross earnings. The retirement annuity for those employed prior to the entry of Kansas State University into a state retirement program (January 1, 1962) is based on combined participating and prior service benefits as follows:~~

~~E125~~ Effective August 1, 1987, prior service benefits are calculated at one percent of the average salary for the highest four years of salaried participation service credit preceding retirement, multiplied by the number of years service prior to January 1, 1962.

~~E126~~ Effective July 1, 1993, participating service benefits are calculated at 1.75 percent of the average annual compensation for the highest four years of salaried participation service credit preceding retirement multiplied by the number of years of participating service credit.

~~E127~~ Total retirement benefits can be calculated by adding the prior service annual benefit and the participating service annual benefit to find the annual retirement benefit.

~~E128~~ Prior service with KPERS, vested benefits. Faculty and unclassified professional members who have a creditable prior service record (qualified service with the State of Kansas before January 1, 1962) and who continue employment until they accumulate 114 months of service, counting both prior and participating service, shall be covered by vested benefit provision of the KPERS, even though no contributions have been made to KPERS by these members. Any faculty or unclassified professional member qualified for a vested benefit may, upon retirement at age 55 or older, apply for and receive a retirement benefit from KPERS based upon his or her prior service, in addition to any benefits received from the Kansas Board of Regents retirement plan. Those members retiring between the ages 55 and 62 will have their retirement benefit reduced by an early retirement factor.

~~E129~~ Participating KPERS members may elect to purchase tax sheltered annuities up to the maximum allowed by the Internal Revenue Code. Members of the KPERS retirement plan must tax shelter their basic retirement contribution of four percent of salary for federal income tax purposes and may elect to purchase tax sheltered annuities at a percentage of their salary above the basic four percent contribution. Tax sheltered annuity plans are available through any of the Kansas Board of Regents Retirement Plan providers, any life insurance company authorized to do business in Kansas, and any non-insurance company offering retirement plans that meet the requirements of section 403(b) of the Internal Revenue Code of 1954 as amended, and that are approved by the Kansas Board of Regents.

~~E130~~ Federal civil service retirement. Some faculty and unclassified professional members in the Division of Cooperative Extension participate in the Federal Civil Service Retirement System.

**Phased Retirement Program (BOR 9/94, K.S.A. 74-746 as amended) *(See [KSU Policy and Procedures Manual, Chapter 4820](#) for further information, forms and related links).***

**E140** This program is available to faculty and unclassified professionals who are benefit eligible, have attained the age of 55, and have completed 10 years of full time service with one or more of the Kansas Board of Regents educational institutions. The program

provides a faculty and unclassified professional member the opportunity to phase retirement over a selected period of time not to exceed 5 years.

The participant's appointment must be at least .25 FTE. The participant's salary is reduced but benefits (health insurance, death and disability coverage, employer retirement plan contributions) remain at the full time rate. Tenure is not affected. ~~Participants may partially withdraw or annuitize monies from their Kansas Board of Regents mandatory retirement plans.~~ Participants must retire at the end of the agreement period.

Request to enter the Voluntary Phased Retirement Program must be mutually agreed upon by the faculty or unclassified professional member and the appropriate institutional officers. ~~Maximum number of new participants in any fiscal year cannot exceed 2% of the unclassified FTE.~~