



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR PUBLIC HEALTH**

**Matthew G. Bevin**  
Governor

Division of Administration & Financial Management  
275 East Main Street, HS1W-C  
Frankfort, KY 40601  
502-564-6663 \* Fax 502-564-0919  
[www.chfs.ky.gov/dph](http://www.chfs.ky.gov/dph)

**Vickie Yates Brown Glisson**  
Secretary

**Hiram C. Polk, Jr., MD**  
Commissioner

Please refer to Memorandum issued 8-18-09 FOR Holidays and Closures  
This memo relates to clarification of Unemployment and Voting Leave for School Health Employees

**TO:** Local Health Department Directors and Administrators  
**FROM:** Lee Ann Brewer, Administrative Branch Manager  
Local Health Personnel Branch  
**DATE:** August 16, 2016  
**SUBJECT:** Unemployment Insurance and Voting Leave for School Health Employees

The School Health Workgroup reviewed personnel regulations, policies and guidelines that effected school health employees. It was determined that most all regulations, policies and guidelines were found to be acceptable and did not require any revisions.

The ability to receive unemployment was again addressed and after speaking with Unemployment Insurance, it was determined that employees are still able to apply and qualify for unemployment benefits. There was a discussion on hiring staff as variable hour appointments (less than 800 hours per year), contract employees and PT 100 employees to eliminate paid holiday hours (if under 37.5 hours per week), but these options are available today. Also, a model of contracting with the Board of Education's employees was discussed and is being used at some school sites currently.

The workgroup also discussed school health employees and voting leave. The LHD Directors were surveyed and 70% agreed that the school health employee must be scheduled to work on Election Day in order to receive the four (4) hours of voting leave, if requested and eligible to vote.

If a school is closed on Election Day or the Election Day is not part of the school calendar, then the school health employee will not receive voting leave. This would also apply to employees not scheduled at the clinic sites.

That being said, if your Board of Health wishes to continue to approve voting leave that is not consistent with this change, but consistent within the organization, they may do so since it is a benefit above and beyond the guidance provided.

If you need further assistance please contact your HR Administrator.