



Steven L. Beshear
Governor

PERSONNEL CABINET

501 High Street, 3rd Floor
Frankfort, Kentucky 40601
Phone (502) 564-7430
Fax (502) 564-7603
www.personnel.ky.gov

Nikki R. Jackson
Secretary

MEMORANDUM

**PERSONNEL MEMO 06-16
(REVISED)**

TO: Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Nikki Jackson, Secretary

DATE: March 8, 2010

SUBJECT: Military Leave

A handwritten signature in blue ink, appearing to read "Nikki Jackson".

Pursuant to KRS 61.394, an employee who is an active member of the United States Army Reserve, the United States Air Force, the United States Naval Reserve, the United States Marine Corps Reserve, the United States Public Services Reserve, or the National Guard shall be relieved from their civil duties, to serve under federal order or training duty without loss of regular compensation for a period not to exceed twenty-one (21) working days in a federal fiscal year. An employee who has not used the entire twenty-one (21) days of Military Leave shall have the balance carried forward; not to exceed forty (42) working days based on a five (5) day work week over two federal fiscal years.

Additionally, pursuant to HB 380, passed during the 2006 legislative session, any state employee who is the spouse of a member of, the United States Armed Forces, a state National Guard or Reserve component on federal active duty, shall receive, at the discretion of the state employee, one (1) day off, with pay, from work when the member is deployed and one (1) day off, with pay, from work when the member returns from deployment.

If you have any questions, please contact Mary Elizabeth Harrod, Director, Division of Employee Management, Personnel Cabinet at (502)564-6464.