

10 Minute Supervisor Trainings



August 2025

Timesheets and Leave Balances

Timesheets

All employees should have an employee file with the district. This file can be digital or a hard copy. It should include all employee information, including, but not limited to, approved timesheets, record of raises, record of any disciplinary action, and other related items.

All employees of the conservation district need to keep an accurate timesheet including at a minimum, hours worked, leave used, leave earned and leave balance. This timesheet should be included in the monthly meeting packet for the supervisors' review prior to approval at the meeting. Upon approval, a signed copy should be added to the employee's file.

There is a sample timesheet on the Division of Conservation website in the Forms section.

Leave Balances

All decisions that the district makes regarding leave, including use of compensation time, holidays, sick leave, vacation leave, and any other types of leave, should be included in the district's policies and procedures handbook. This ensures that the employee and the supervisors all have a record of what is expected.

Holidays

Holidays are determined by the conservation district. Generally, districts choose to follow state or federal holidays. If the district is only open for limited days/hours during the week, then the policies and procedures handbook should reflect what that employee should do when a holiday occurs on their working days or if they receive holiday pay if a holiday occurs on their off days..

Overtime/Compensation Time

All employees of the district must be compensated in some way for time worked outside of a regular business day. This is federal law (the Fair Labor Standards Act). This can be done by offering overtime or compensation time.

Any time worked over 40 hours in a work week must be compensated at a time and a half rate.

If a district offers compensation time in lieu of overtime pay, there are certain rules that must be followed (KRS 337.285):

- Compensation time should be approved prior to accrual.
- Compensation time should be tracked on timesheets.
- Compensation time cannot expire, the district cannot limit accrual, and the district cannot require an employee to use comp time within a set amount of time.
- A district can reserve the right to pay out compensation time at any time during the year.
- A district can require that if an employee reaches so many accrued hours that the employee uses compensation time in lieu of vacation or sick leave.

Kentucky does not have a mandated vacation or sick leave policy other than adhering to the Family Medical Leave Act. Each district should determine their own vacation/sick leave policies and record them in the policy and procedures handbook. What is written in your policy and procedures handbook is legally binding.

Ensure your leave policies includes what happens when an employee leaves the district and what balances are paid out upon leaving. Compensation must be paid out upon an employee leaving because that is time an employee has worked.

Voting Leave

Employers in Kentucky must provide voting leave of at least 4 hours, but this does not have to be paid leave (KRS 118.035).