

Finance and Administration Cabinet STANDARD PROCEDURE		ISSUED BY: Department of Revenue; Security
PROCEDURE # 6.5.4	SUBJECT: Access to Facilities and Data while on Extended Leave	
EFFECTIVE DATE: 6/22/10		
CONTACT: Security Office		LOCATION: State Office Building, Station #17 PHONE: 502-564-5200

STATEMENT OF AUTHORITY

1. The Finance and Administration Cabinet's Standard Procedures Manual establishes standard mandatory internal procedures cabinet-wide. These procedures are established in accordance with the Secretary's statutory authority under KRS 42.014 and KRS 12.270 to establish the internal organization and functions of the Cabinet as necessary to perform the duties effectively.
2. The Standard Procedures Manual may only be revised in accordance with the process outlined in Standard Procedure #1.1 entitled: "Finance Standard Procedures and Manual".

I. POLICY

In order to ensure that Department of Revenue (DOR) facilities and data are secure and to protect the integrity of DOR employees, it is required that an employee on extended leave or on suspension surrenders his/her identification badge and keys prior to leaving. Further, the DOR's Security Officer shall revoke the employee's computer security password(s) prior to his/her leaving.

II. PROCEDURE

A. Employee Requesting Extended Leave

A DOR employee who is approved for an extended leave of more than four (4) weeks or twenty (20) working days shall:

1. Notify the Finance and Administration Cabinet's Division of Human Resources in writing of his/her intention to take an extended leave, five (5) working days in advance of departure.
2. Surrender his/her identification badge and/or building access key(s) to the Security Officer on or before the close of business on his/her last working day.
3. Surrender any other work-related key(s) including, but not limited to, office door keys, desk keys, file drawer or cabinet keys, etc. to his/her immediate supervisor on or before the close of business of his/her last working day.
4. Submit to the DOR's Security Office an appropriately signed Building Access Authorization form ([Form SP7.605011](#)) and Authorization to Access DOR Confidential Computer Information form ([Form SP7.605021](#)) for revoking facilities and data accesses on or before the close of business on his/her last working day.

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B. Employee/Supervisor - Permission to Enter Workstation While on Extended Leave

A DOR employee who wishes to enter the work premises, to perform job duties while on approved extended leave, is required to obtain permission from his/her immediate supervisor. The supervisor granting permission for an employee to enter the work premises shall:

1. Notify the DOR's Security Office, in writing, three (3) working days in advance of the date when the employee will be working.
2. Notify the Finance and Administration Cabinet's Division of Human Resources, in writing, five (5) working days in advance of the date the employee will be working.

C. Employee Returning to Work from Extended Leave

A DOR employee returning to work from an approved extended leave shall:

1. Notify the Finance and Administration Cabinet's Division of Human Resources, in writing, of his/her intention to return to work five (5) working days in advance of his/her return to work.
2. Report immediately upon return to the DOR's Security Office to receive an identification badge and/or access keys.
3. Obtain all other work-related keys from immediate supervisor.
4. Request his/her immediate supervisor to submit an approved Authorization to Access DOR Confidential Computer Information form to the DOR's Security Office to reinstate his/her accesses, if determined appropriate.

D. Employees Placed on Leave at the Request of the DOR

A DOR employee placed on leave at the request of the agency (i.e. special leave pending investigation, suspension, etc.) shall surrender his/her identification badge and/or building access keys to the DOR's Security Office on or before the close of business of his/her final working day. The employee should also surrender any work-related keys including, but not limited to, office door keys, desk keys, file drawer or cabinet keys, etc. to his/her immediate supervisor on or before the close of business of his/her last working day.

NOTE: The employee's supervisor must submit an approved Building Access Authorization form and the Authorization to Access DOR Confidential Computer Information form to the DOR's Security Office revoking facilities and data accesses on the employee's last working day prior to mandatory leave.

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E. Employees Returning to Work from Mandatory Leave

A DOR employee returning to work from a mandatory extended leave (i.e. special leave pending investigation, suspension, etc.) shall:

1. Notify the Finance and Administration Cabinet's Division of Human Resources, in writing, of his/her intention to return to work five (5) working days in advance of his/her return.
2. Report immediately upon return to the DOR's Security Office to receive an identification badge and/or access keys.
3. Obtain all other work-related keys from immediate supervisor.
4. Request his/her immediate supervisor to submit an approved Authorization to Access DOR Confidential Computer Information form to the DOR's Security Office to reinstate his/her access(es), if determined appropriate.

III. DISCIPLINARY ACTION

Any violation of this policy will be considered a lack of good behavior and may subject the employee involved to appropriate disciplinary measures to include any or all of the following: reprimand, suspension, fine and dismissal.

IV. FORMS

[Form SP7.605011](#): Building Access Authorization

[Form SP7.605021](#): Authorization to Access DOR Confidential Computer Information