

**Louisville Beauty Academy Employee Handbook**  
*Excellence Through Action: Leading, Teaching, and  
Inspiring in the Beauty Industry*



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# Why You Should Read This Employee Handbook

At **Louisville Beauty Academy**, we believe in empowering our employees with knowledge, clarity, and purpose. This handbook is not just a set of rules—it is a **guide to your success** within our academy.

## What's in It for You?

- ✓ **Clarity & Confidence** – Understand your role, responsibilities, and expectations to excel in your job.
- ✓ **Support & Growth** – Learn about opportunities for professional development, career advancement, and workplace benefits.
- ✓ **Workplace Culture** – Align yourself with our mission, vision, and core values that make Louisville Beauty Academy a great place to work.
- ✓ **Fairness & Respect** – Know your rights, company policies, and the resources available to support you.
- ✓ **Success & Longevity** – Gain insights into performance expectations and strategies for thriving in your position.

By reading this handbook, you are **investing in yourself**—your growth, your professionalism, and your

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future in the beauty industry. We encourage you to **take the time to understand** these policies, ask questions, and use this guide as a resource throughout your career with us.

Welcome to **Louisville Beauty Academy**, where we believe in the “**YES I CAN**” mentality, and we are committed to helping you **learn, grow, and succeed!**

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# **Welcome to Louisville Beauty Academy**

At **Louisville Beauty Academy**, we are more than just a beauty school—we are a **dream builder, a career launcher, and a life-changing institution**. Every student who walks through our doors is placing their future in our hands, trusting us to guide them toward success in the beauty industry. This is not just a job for us; it is a **mission** to transform lives through action, mentorship, and unwavering support.

## **Teaching Through Action: Every Role Matters**

At our academy, teaching does not happen solely in the classroom—it happens in every corner, in every task, and through every interaction. **We do not just instruct; we demonstrate, guide, and lead by example.**

- **As a cleaner, you are not just maintaining the facility—you are teaching students the importance of sanitation, safety, and professionalism in their careers.** A clean, well-maintained environment sets the standard for the industry they are entering.
- **As an instructor, you are not just delivering lessons—you are shaping student behavior,**

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**instilling discipline, and ensuring they understand the rules and regulations that govern their profession.**

- **As a leader, including the CEO, we do not just manage—we set the tone, lead by example, and embody the principles of hard work, respect, and dedication that we expect from our students.**

**At Louisville Beauty Academy, action speaks louder than words.** We do not just talk about education—we create it through real-world applications, through guidance, and through an unwavering commitment to student success.

### **We Are an American Dream Creator**

Our mission extends beyond beauty education—we are helping students **build their future in America.** Many of our students are **first-generation immigrants, first-time business owners, or individuals seeking financial independence through a skilled trade.** For them, beauty is not just a career—it is the key to stability, success, and generational growth.

This is why their success means more than anything to us. We are not just educating students; we are **empowering them to build lives, provide for their**



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**families, and contribute to their communities.** Many of our graduates go on to **support their children through college, start their own salons, and uplift others**—this is the impact we are making, together.

### **A Tailored Approach: Meeting Students Where They Are**

Education is not one-size-fits-all, and at Louisville Beauty Academy, we embrace **personalized learning paths**. We **pace with each student**, aligning resources to fit their needs.

- A student struggling with **English**? They can **take as much time as they need** in theory and use AI-powered translation tools to assist them.
- A student who needs **extra hands-on practice**? We provide **mentorship, coaching, and real-time guidance** to ensure they gain confidence.
- A student seeking **flexible learning options**? We leverage **cutting-edge technology** to deliver a seamless education that meets modern needs.

We do not see our instructors as mere teachers—**they are mentors, coaches, and motivators**. Technology can teach, but **human guidance and care cannot be**

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**replaced.** That is why we prioritize not just knowledge, but also emotional and professional support.

### **Our Legacy: A Growing Family of Graduates**

As we approach **2,000 graduates**, we take immense pride in the fact that **the majority of our students speak a language other than English.** This diversity is our strength, and it reflects our commitment to serving those who are eager to work hard and thrive in the **prosperous beauty industry.**

Many of our graduates go on to:

- ✓ **Open successful salons and spas**
- ✓ **Become licensed professionals, proudly serving their communities**
- ✓ **Support their families, pay for their children's education, and build generational wealth**

This is **more than education—it is empowerment.**

### **A Culture of Humanization and Success**

The **beauty industry is built on human connection**, and we emphasize this in everything we do. **If we do not humanize our students, we fail—and failure is not an option for us because we love our students.** We treat them with **respect, care, and dignity**, guiding them not

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just in their craft but in their journey toward self-sufficiency and success.

Our **graduation rate exceeds 95%**, a testament to our commitment to **student success**. But our role does not end at graduation—we **support our alumni for life**, welcoming them back for guidance, mentorship, and professional development.

Additionally, we ensure that **every graduate follows state regulations and laws** to build **legitimate, sustainable careers**. Compliance with industry standards is not optional—it is essential, and we take pride in upholding these high standards.

### **Your Role in This Mission**

Whether you are an **instructor, administrator, support staff, or leader**, you play a crucial role in shaping the lives of our students. Your work matters. **Your actions set the standard. Your guidance helps create success stories.**

We invite you to approach each day with **purpose, passion, and a deep sense of responsibility**—because what we do at **Louisville Beauty Academy is bigger than any one of us.**

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Together, we are not just teaching beauty—we are **building futures, shaping lives, and making dreams a reality.**

Welcome to **Louisville Beauty Academy**—where we **lead with love, act with purpose, and change lives through action.**

## **Mission, Vision, and Core Values**

### **Mission**

Louisville Beauty Academy is dedicated to providing **top-quality education in beauty services**, fostering a supportive and inclusive learning environment for students from **all backgrounds**, with a particular focus on **immigrants and underrepresented communities**. We believe that education is the foundation of success in the beauty industry, and our goal is to equip every student with the **knowledge, skills, and confidence** they need to build a sustainable career.

At Louisville Beauty Academy, we **put students first—always**. Unlike traditional salon-based beauty schools, where the focus may be on customer service, our priority is **education, licensing preparation, and career success**. Our students are here to **learn, grow, and**

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**master their trade**, and we are committed to ensuring they achieve their goals.

## **Vision**

Our vision is to be a **leading beauty education institution** that not only trains individuals in technical skills but also **empowers them with confidence, business acumen, and real-world opportunities**. We strive to be more than just a beauty school; we aim to be a **catalyst for career transformation, economic independence, and the realization of the American Dream**.

We envision a future where every graduate of Louisville Beauty Academy is:

- **Fully licensed and prepared** to enter the workforce.
- **Empowered to open their own businesses** or advance in the beauty industry.
- **Confident and professional**, equipped with both practical skills and industry knowledge.
- **A role model for others**, demonstrating integrity, hard work, and excellence.

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## **Core Values**

At Louisville Beauty Academy, our core values guide every decision, interaction, and policy within our institution. These values reflect our commitment to **education, professionalism, and service to our students and community.**

### **1. Integrity**

We uphold the highest standards of **honesty, ethics, and professionalism** in everything we do. Every interaction—whether with students, staff, or clients—is rooted in transparency, fairness, and respect.

### **2. Excellence**

We do not settle for mediocrity. We strive for the **highest quality** in education, instruction, and professional development. Our goal is for every student to be **exceptionally trained, licensed, and prepared** for a successful career.

### **3. Inclusivity**

We **embrace diversity** and welcome students from **all walks of life**, regardless of background, nationality, or language. Our inclusive approach ensures that every individual has access to the tools and resources they need to **thrive in the beauty industry.**

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#### **4. Growth**

We believe that **learning never stops**. Education is a lifelong journey, and we encourage both students and staff to continue **developing their skills, expanding their knowledge, and pursuing personal and professional growth**.

#### **5. Service**

We believe in **giving back**—to our students, our alumni, and our community. Our role is not just to teach beauty skills but to **mentor, guide, and support** students on their path to success.

### **Students First: Our Educational Approach**

Unlike many beauty schools that focus on **salon service and customer experience**, Louisville Beauty Academy **prioritizes student education above all else**.

#### **Our Educational Priorities (*in order of importance*):**

- 1. Licensing Theory Preparation** – The theory portion of the state licensing exam is the most challenging, with over **65% of exam failures occurring in this area** across all licensed professions. We provide **flexible, focused, and intensive support** to help students succeed in this critical area.

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- 2. Licensing Practical Preparation** – Once students master the theory, we ensure they are fully prepared for the **hands-on practical** portion of the licensing exam.
- 3. Professional Salon-Level Service Training** – After securing a strong foundation in theory and practical skills, students learn the **business and customer service aspects** of working in a salon or owning their own business.
- 4. Client Services (Voluntary)** – At Louisville Beauty Academy, **students are never forced to serve clients**. While we strongly recommend and **guide** students to gain real-world experience, they have the **freedom to choose** when and how they participate.

**Our core business is our students—not customers.** Clients are welcomed as part of the learning process, but the education and success of our students come first. **This is what makes Louisville Beauty Academy different.**

### **Teaching by Action, Not Just Words**

At Louisville Beauty Academy, **we lead by example.** Every staff member, regardless of role, is a **teacher through action:**



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- **Cleaners** teach students about **sanitation, safety, and hygiene**—fundamental elements of the beauty industry.
- **Instructors** teach not just techniques but **professional behavior, discipline, and regulatory compliance**.
- **Leaders and Administrators** teach by example, demonstrating **strong work ethic, compassion, and business acumen**.

We do not accept **laziness or lack of effort**. Hard work is **expected, encouraged, and coached**, but always in a **humanized way**—with understanding, support, and mentorship.

### **Humanization: The Key to Our Success**

The **beauty industry is built on human connection**, and our approach reflects this truth. We treat **every student, client, and staff member with genuine care and respect**—regardless of their background, nationality, or challenges.

- We meet students **where they are**, whether they need additional time to learn, assistance with language barriers, or flexible study options.

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- **We integrate AI technology and translation tools to remove barriers to success.**
- **We understand that each student's journey is unique, and we guide them accordingly.**

Our **graduation rate exceeds 95%**—a testament to our commitment to student success. **Our alumni are always welcome** to return for support, mentorship, and guidance.

Moreover, we take **compliance seriously**. Every graduate is **taught to follow state regulations and industry standards**, ensuring they **build legal, sustainable businesses** in the U.S.

### **Our Mission Is Bigger Than Beauty**

We are not just training beauty professionals—we are **creating new opportunities, transforming lives, and empowering the next generation of hardworking Americans**. Many of our students:

- ✓ **Provide for their families** and put food on the table.
- ✓ **Send their children to college**, breaking cycles of poverty.
- ✓ **Open their own businesses**, contributing to their communities and local economies.
- ✓ **Pass on their skills** to future generations.

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Louisville Beauty Academy is **more than a beauty school**—we are a **hub for human potential, a bridge to success, and a launchpad for dreams.**

**Our students' success is our success.** Their future is our priority. And at Louisville Beauty Academy, we will continue to put students first—**always.**

## **Employment Policies**

### **Equal Opportunity Employment**

Louisville Beauty Academy is an **equal opportunity employer** and is fully committed to fostering a diverse and inclusive workplace. We prohibit discrimination in all employment practices, including but not limited to hiring, promotion, termination, compensation, benefits, and training, on the basis of **race, color, national origin, age, gender, religion, disability, sexual orientation, marital status, genetic information, veteran status, or any other characteristic protected by federal, state, or local law.**

All employment decisions at Louisville Beauty Academy are based on **merit, qualifications, and business needs**, ensuring that every individual has an equal opportunity to succeed within our organization.

### **Anti-Discrimination & Harassment Policy**

Louisville Beauty Academy maintains a **zero-tolerance policy** for **harassment and discrimination** in the workplace. Harassment, whether verbal, physical, visual, or digital, is strictly prohibited and includes but is not limited to:

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- Unwelcome comments, jokes, or gestures related to a person's **protected characteristics** (e.g., race, gender, religion, or disability).
- Unsolicited physical contact or advances.
- Displaying offensive or inappropriate materials in the workplace.
- Creating a hostile work environment through intimidation, bullying, or retaliation.

Employees who **experience or witness any form of harassment or discrimination** are strongly encouraged to report the incident immediately to **management, human resources, or an appointed compliance officer**. All complaints will be handled promptly, confidentially, and without retaliation.

Any employee found to be engaging in harassment, discrimination, or retaliation **will be subject to disciplinary action, up to and including termination of employment**.

### **Code of Conduct**

Employees of Louisville Beauty Academy are expected to uphold the **highest standards of professionalism, respect, and ethical behavior** in all interactions with students, colleagues, clients, and visitors.

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Employees must:

- Conduct themselves **with honesty, integrity, and accountability** at all times.
- Treat students, clients, and coworkers **with respect and dignity**.
- Maintain a **safe, clean, and professional work environment**.
- Follow all **school policies, procedures, and legal requirements**.
- Refrain from any form of **dishonesty, theft, fraud, or unethical behavior**.

Failure to adhere to the Code of Conduct **may result in disciplinary action**, including verbal or written warnings, suspension, or termination.

## **Professionalism & Ethics**

At Louisville Beauty Academy, professionalism and ethics are fundamental to our **reputation, mission, and success**. Employees are required to:

- **Model professional behavior** in all aspects of their work, including dress code, punctuality, and interactions.

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- **Maintain confidentiality** regarding student records, personal information, and business operations.
- **Follow industry best practices** in training and services, ensuring compliance with all state licensing and regulatory requirements.
- **Avoid conflicts of interest**, ensuring that personal interests do not interfere with professional duties or student success.
- **Use school resources responsibly** and ensure they are utilized **for educational purposes only**.

Employees are expected to uphold these professional and ethical standards **at all times**. Any violation may result in corrective action, including termination of employment.

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Louisville Beauty Academy is committed to creating a **positive, inclusive, and legally compliant work environment** where all employees feel **valued, respected, and supported**. These policies are in place to ensure the success of our employees, students, and the academy as a whole.

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## **Workplace Expectations**

At **Louisville Beauty Academy**, professionalism, discipline, and accountability are fundamental to maintaining a **high-quality learning environment** for students and a **positive workplace culture** for employees. Every staff member plays a crucial role in **setting the standard for excellence** by demonstrating responsibility, cleanliness, and respect for the academy, students, and the beauty profession.

### **Attendance & Punctuality**

Employees are expected to **report to work on time and be present for their scheduled shifts**. Punctuality is essential to maintaining a structured and productive learning environment.

- If an employee is **unable to attend work**, they must notify their **supervisor or designated personnel as soon as possible**.
- Excessive tardiness, unexcused absences, or failure to follow proper notification procedures **may result in disciplinary action**, up to and including termination.



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- Attendance is **critical in setting an example for students**, as punctuality is a key trait of a successful beauty professional.

### **Dress Code & Professional Appearance**

Louisville Beauty Academy employees must maintain a **neat, professional appearance** at all times. As a beauty education institution, **our image reflects our commitment to industry standards**, and employees are expected to adhere to the following:

- **Uniforms (if applicable)** should be clean, pressed, and free from stains or damage.
- **Grooming and hygiene** must align with professional beauty industry standards.
- **Hair, nails, and personal presentation** should be well-maintained, as students look to employees as role models for professionalism.
- **Footwear must be safe and appropriate** for a salon environment. Open-toed shoes, flip-flops, or footwear that does not offer protection are not permitted.

Employees serve as **examples for students**, and their appearance should reflect **the high standards expected of a licensed beauty professional**.

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**Safety, Sanitation & Cleanliness**

Maintaining a **clean and sanitary environment** is a **top priority** at Louisville Beauty Academy. **State licensing boards strictly enforce sanitation regulations, and failure to comply can lead to penalties or loss of accreditation.**

- **All employees must actively guide, advise, and teach students on proper safety and sanitation through daily actions—not just verbal instruction.**
- **Employees are required to clean their work areas before and after each shift and encourage students to do the same.**
- **All shared tools, stations, and common areas must be sanitized regularly to meet professional beauty industry standards.**
- **Employees must consistently enforce hygiene and disinfection protocols to ensure compliance with state board regulations.**
- **Any hazards, spills, or unsanitary conditions should be addressed immediately and reported to management if necessary.**

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At Louisville Beauty Academy, **cleanliness is non-negotiable**. Employees must **lead by example**, demonstrating proper sanitation practices and ensuring that every student understands and follows **state-mandated hygiene and disinfection requirements**.

### **Confidentiality & Privacy**

Employees must **safeguard all personal, academic, and business-sensitive information** to maintain the **privacy of students, clients, and the academy**.

- **Student records, client information, and proprietary school policies must remain confidential** and should never be disclosed without proper authorization.
- Employees are prohibited from discussing or sharing student progress, disciplinary matters, or any sensitive information **with unauthorized individuals**.
- Any breach of confidentiality **may result in disciplinary action, including termination**, and could be subject to legal consequences under applicable privacy laws.

Confidentiality is **critical** in ensuring a **trustworthy and professional environment** for all students and staff.

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## **Social Media Policy**

Louisville Beauty Academy recognizes the role of **social media** in communication, networking, and business growth. However, all employees must exercise **professionalism and discretion** when discussing or mentioning the academy online.

- Employees must **not post or share** any confidential, negative, or damaging content related to the academy, students, staff, or clients.
- Employees should **not engage in online disputes** regarding school policies, student concerns, or workplace matters.
- Any representation of the academy on social media should reflect **professionalism, integrity, and respect** for the institution and its mission.

Social media is a **powerful tool**, and every employee is a representative of **Louisville Beauty Academy's brand and reputation**. All staff members are expected to **uphold a positive and professional image** on and off social media.

## **Leading by Example: Teaching Through Action**

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At Louisville Beauty Academy, **employees are not just staff members—they are mentors, role models, and guides** for students entering the beauty industry. **We do not simply tell students what to do; we show them through our actions every single day.**

- Employees must actively **demonstrate professional behavior**, from punctuality to client interactions, setting the standard for students to follow.
- **Students learn sanitation, safety, and discipline by watching their instructors and staff—every action matters.**
- Employees are expected to **coach, guide, and reinforce good habits** in students, helping them understand that success in the beauty industry comes from **discipline, responsibility, and attention to detail.**

At Louisville Beauty Academy, we **believe in humanization, mentorship, and personal accountability.** Every employee plays a role in shaping the **next generation of licensed beauty professionals**, and that responsibility should be carried out with **care, commitment, and pride.**

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## **Compensation & Benefits**

At **Louisville Beauty Academy**, we are committed to ensuring that all employees are fairly compensated and that payroll processes comply with **state and federal labor laws**. Compensation structures and benefits vary based on employment classification, eligibility, and role-specific requirements.

### **Pay Structure & Payroll Process**

- Employees are paid on a **bi-weekly basis**.
- Payroll is **automatically processed** through an external payroll system or agency to ensure **accuracy, compliance, and timeliness**.
- All necessary **taxes, deductions, and withholdings** will be processed in accordance with **state and federal regulations**.
- Employees are responsible for ensuring that their **banking information and tax documentation** are up to date to avoid payroll delays.
- **Clock-in and clock-out procedures** are **mandatory**, as required by the **Kentucky State Board of Cosmetology** and **state labor laws** to ensure proper compliance and record-keeping.

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## **Employee Benefits**

Louisville Beauty Academy **offers benefits to eligible employees**, but benefits are **not guaranteed for every position** and vary based on **employment status and role**. Some benefits may include:

- **Health Insurance** (for qualifying employees)
- **Professional Development & Training Opportunities**
- **Discounts on Beauty Services**

Eligibility for benefits will be determined upon hiring, and employees are encouraged to **review their employment classification and discuss benefit options with management**.

## **Overtime & Breaks**

- **Overtime is not automatically granted** and must be **pre-approved by management** before any additional hours are worked.
- Employees classified as **salaried full-time staff** are **not eligible for overtime compensation** and are expected to manage their hours responsibly.

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- **Lunch and rest breaks** are provided in accordance with **Kentucky labor laws**. Employees should take their scheduled breaks to ensure compliance with workplace health and safety regulations.
- Breaks and work hours may vary based on **school operational needs**, but all policies will align with **state-mandated labor requirements**.

At Louisville Beauty Academy, compensation policies are designed to **align with industry standards, legal compliance, and institutional needs** while ensuring that employees **receive fair wages and benefits according to their employment classification**.



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## **Performance & Growth**

At **Louisville Beauty Academy**, we believe that continuous learning and professional growth are essential to maintaining **high educational standards** and ensuring the **success of our students**. Our performance evaluation process is designed to support employees in their **career development**, while our commitment to ongoing education reflects our dedication to **innovation and industry excellence**.

### **Performance Reviews**

Employee performance at **Louisville Beauty Academy** is measured **purely based on student and graduate satisfaction**. The success of our students reflects the effectiveness of our teaching, mentorship, and overall school environment.

- **Periodic performance reviews** will be conducted to assess each employee's contributions, identify strengths, and establish goals for professional development.
- Evaluations will be based on **student feedback, graduation rates, student success in state licensing exams, and overall student engagement**.

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- Employees who consistently demonstrate excellence in their roles will have opportunities for **growth, leadership, and advancement** within the academy.
- **Accountability is key**—all staff members are expected to take ownership of their performance and continuously strive for improvement.

### **Professional Development**

Ongoing education is a **requirement** for all licensed beauty instructors, as mandated by **national accreditation agencies**. Learning never stops, and **Louisville Beauty Academy prioritizes continuous education for all employees** to ensure we remain at the forefront of industry advancements.

- Employees may be eligible for **tuition assistance** or **continuing education programs** to expand their skills and expertise.
- All instructors are required to **engage in professional development**, staying updated with **new beauty techniques, technologies, and best practices**.
- The academy **actively encourages adaptation and learning**, recognizing that the beauty

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industry is constantly evolving with **new tools, products, and innovations.**

- Employees must be **open to change, learning, and growing**, as the academy continuously improves its education model to reflect **industry trends and regulatory updates.**

At **Louisville Beauty Academy**, we do not just **teach**—we **lead by example**, demonstrating that education is a lifelong journey. Employees who **embrace learning, adaptability, and student-centered teaching** will thrive in our environment and contribute to the **success of our students and the academy as a whole.**

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## **Workplace Safety**

At Louisville Beauty Academy, **sanitation and safety** are **top priorities** and are **strictly enforced** by the **Kentucky State Board of Cosmetology**. Maintaining a **clean and safe environment** is essential not only for compliance but also for ensuring the **health, professionalism, and success** of our students and staff. **Every employee is responsible for upholding these standards and teaching students to do the same.**

## **Health & Safety Guidelines**

The **key to maintaining sanitation and safety** in any beauty service is:

### **1. Washing Hands**

- **Employees must wash their hands thoroughly before and after every client interaction.**
- **Students must be instructed to wash their hands regularly, especially before performing services.**
- **Clients must also be asked to wash their hands upon entering the academy before receiving any service.**

### **2. Keeping Workstations Clean and Organized**

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- Every work area, tool, and station must be **disinfected before and after each use.**
- Employees must **demonstrate and enforce** proper cleaning procedures, ensuring that students:
  - **Keep their tables and surrounding areas neat and free of clutter.**
  - **Dispose of waste properly and immediately.**
  - **Use the appropriate disinfectant for each tool and surface.**

### **3. Following State Board Regulations**

- **All sanitation and safety protocols must align with Kentucky State Board of Cosmetology regulations.**
- Employees and students must adhere to **industry hygiene standards** to ensure compliance and avoid penalties.

**By consistently reinforcing these habits,** employees set the foundation for students to become **responsible and professional beauty practitioners.**

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## **8. Operational Procedures**

### **Client Services & Student Interactions**

Employees are expected to:

- ✓ **Ensure students prioritize sanitation and hygiene in every client interaction.**
- ✓ **Teach students to prepare a clean and sanitized station before and after each service.**
- ✓ **Encourage professionalism and customer safety at all times.**

### **Facility Maintenance**

All employees must:

- ✓ **Lead by example in keeping their own workspaces clean and organized.**
- ✓ **Enforce daily cleaning protocols for students to follow.**
- ✓ **Ensure that all common areas, restrooms, and workstations are sanitized throughout the day.**

### **Equipment Usage & Product Handling**

Employees must:

- ✓ **Ensure students properly disinfect tools and equipment before and after each use.**
- ✓ **Monitor student handling of chemicals and**

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**products to ensure safety.**

**✓ Follow and enforce proper storage, labeling, and disposal procedures.**

**At Louisville Beauty Academy, we do not compromise on sanitation and safety.** Employees are expected to **set the highest standards** and ensure that students adopt proper habits for a lifetime of professional success.

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## **Leave Policies**

At **Louisville Beauty Academy**, we recognize that employees may need time off for personal, medical, or family-related reasons. Our leave policies are designed to support work-life balance while ensuring that the academy operates efficiently and continues to provide the highest level of education to our students.

### **Paid & Unpaid Leave**

Leave eligibility depends on the employee's **classification (hourly or salaried) and individual employment contract:**

- **Hourly Employees:** Hourly employees **do not receive paid leave** for vacation, sick time, or personal days. If an hourly employee takes time off, it will be considered **unpaid leave** unless otherwise stated in their employment agreement.
- **Salaried Employees:** Salaried employees are entitled to **paid leave for recognized holidays, state-declared emergency closures (such as snow days), and pre-approved vacation or personal leave**, as per their employment contract.



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Employees must submit leave requests in advance whenever possible. Approval is subject to **staffing needs and operational requirements** to ensure the academy can continue serving students effectively.

### **Sick Leave**

If an employee is **sick or unable to work due to a medical condition**, they must:

- ✓ **Notify management as soon as possible** to allow proper coverage adjustments.
- ✓ **Provide a doctor's note** if the absence extends beyond a reasonable period, as required by management.

For **salaried employees**, sick leave is **paid** under normal salary conditions, but excessive unplanned absences may require medical documentation and management review.

For **hourly employees**, sick leave is **unpaid**, but exceptions may be made in certain situations at management's discretion.

### **Vacation & Personal Days**

- ✓ Employees must **submit vacation requests at least two weeks in advance**.
- ✓ Approval is **subject to operational needs**—requests

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may be denied if coverage is insufficient.

✓ **Salaried employees** will receive **paid vacation** based on their agreed employment terms.

✓ **Hourly employees** do not receive **paid vacation days** but may request unpaid time off.

### **State-Mandated Emergency Closures (Snow Days, Natural Disasters, etc.)**

- **Salaried employees** will be **paid as normal** for days when the academy is closed due to **state-declared emergencies** (e.g., severe snowstorms or government-mandated closures).
- **Hourly employees** will not be compensated for emergency closure days unless they are required to work remotely or make up the time as scheduled by management.

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### **Employment Contract Consideration**

Each employee's **leave eligibility and compensation** is subject to **his/her individual employment contract**. Employees should refer to their **contract agreement** for specific details regarding **paid leave, vacation days, sick leave, and other benefits**. Any discrepancies or

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questions should be addressed with **management or human resources**.

Louisville Beauty Academy is committed to **balancing employee needs with the success of our students**, ensuring a fair and structured leave policy that benefits both employees and the academy.

## **Termination & Resignation**

Louisville Beauty Academy maintains **high standards of professionalism, ethics, and accountability** in the workplace. All employment at the academy is **at-will**, meaning that **either the employee or the academy may terminate the employment relationship at any time, with or without cause, notice, or explanation, except where prohibited by law.**

### **Voluntary Resignation**

Employees who wish to resign from their position are expected to:

- ✓ **Provide at least two weeks' written notice** to allow for a smooth transition.
- ✓ **Complete all outstanding responsibilities** before their departure.
- ✓ **Return all company property, including uniforms, tools, keys, and electronic devices** before their final day.
- ✓ **Conduct themselves professionally** throughout their resignation period.

Failure to provide adequate notice **may impact rehire eligibility and final compensation processing.**

### **Termination Policy**

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Louisville Beauty Academy reserves the right to **terminate employment at its sole discretion, with or without cause, notice, or explanation**, in compliance with applicable state and federal laws.

Grounds for termination may include, but are not limited to:

- **Violation of school policies or failure to comply with Kentucky State Board of Cosmetology regulations.**
- **Unprofessional conduct, dishonesty, or unethical behavior.**
- **Excessive absenteeism, tardiness, or failure to meet job expectations.**
- **Harassment, discrimination, or misconduct in any form.**
- **Failure to maintain required licensure or certifications.**
- **Breach of confidentiality, theft, or misrepresentation.**
- **Disruptive behavior that negatively impacts students, staff, or the school's reputation.**

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Louisville Beauty Academy retains **full discretion** to **terminate employment at any time for any reason deemed necessary for the integrity, safety, and success of the institution.**

### **Exit Procedures**

All departing employees, whether resigning voluntarily or terminated, must:

- ✓ **Return all academy property** (e.g., keys, electronic devices, instructional materials, uniforms, etc.).
- ✓ **Complete any final paperwork** related to payroll, benefits, or compliance requirements.
- ✓ **Participate in an exit interview, if requested**, to provide feedback and discuss final employment details.
- ✓ **Settle any outstanding obligations** with the academy before their departure.

Final paychecks will be processed **in accordance with state and federal labor laws**, and any deductions for unreturned property or financial obligations may apply.

Louisville Beauty Academy is committed to **maintaining a professional, respectful, and legally compliant work environment.** Termination decisions

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will always be made in the best interest of the academy, its students, and its mission.

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# The End

Thank You

*"At Louisville Beauty Academy, we believe in the power of action, service, and relentless learning. This is more than just a workplace—it is a mission to uplift lives, create opportunities, and build a future where everyone has the chance to succeed.*

*Every day, you have the chance to make a difference—not just for yourself, but for the students, clients, and community we serve. The work you do matters. The passion you bring shapes the future of beauty professionals.*

*Success is not about how smart you are; it's about how hard you work, how much you care, and how willing you are to show up and serve with excellence. Keep learning, keep growing, and most importantly, keep believing in yourself.*

*Together, we are not just building careers—we are building dreams. Let's make an impact, one person at a time.*

**" – Di Tran**

Founder, Louisville Beauty Academy