

***Vacation Overage Information**

Classified employees, and unclassified employees who follow [Executive Order 04-13](http://www.kslib.info/Documents/executive/EO%2004-13.pdf) (<http://www.kslib.info/Documents/executive/EO%2004-13.pdf>), and whose vacation balance is, or soon will be, over the maximum: You must use your excess vacation leave by Saturday, June 7, 2014 (or a preceding work day, such as Friday, if you do not work Saturdays).

If you are unable to take the excess vacation leave, your Personnel or Payroll office will ensure up to 40 hours of vacation leave that is over the maximum allowed is converted to sick leave at the end of the fiscal year.

The hours you accrue during the May 25, 2014 – June 7, 2014 pay period are not affected.

The table below outlines the accumulation limits based on your length of service if you are a classified employee, or an unclassified employee who follows Executive Order 04-13. If you are unsure if you fall into this category, contact your Personnel office for assistance as your maximum accumulation may differ.

Length of Service	Maximum Accumulation
Less Than 5 Years	144
5 Years and Less Than 10	176
10 Years and Less Than 15	208
15 Years and Over	240

Leave balances are viewable in the View Leave Balances section of State of Kansas Employee Self Service. Self-service Time and Labor employees may also view leave balances under the Leave and Compensatory Time Balances section of timesheets. Please note that Vacation Leave Overages, if applicable, are not displayed separately from the Vacation Ending Balance.

If you have questions, please contact your Personnel or Payroll office.