SHARP Message #435

DATE: 02/16/01
AUTHOR: BRENT SMITH
SUBJECT: UPDATE: VACATION LEAVE OVERAGE REMINDER
MESSAGE TEXT:

CLASSIFIED employee leave balances will be reduced to the maximums allowed pursuant to Kansas Administrative Regulation (K.A.R.) 1-9-4 on June 9, 2001.

This message also applies to UNCLASSIFIED employees who follow Executive Order 98-7. This Order adopts certain rules and regulations, including the vacation leave maximums listed in K.A.R. 1-9-4. For those unclassified employees who do not follow Executive Order 98-7, this message doesn't apply.

NOTE: Vacation Leave Pilot Project agencies (KDOT, KCC, JJA, and DofA) will follow an updated version of the Vacation Leave Pilot Project guidelines that were established last year, and should continue to encourage use of vacation leave overages prior to 06/09/01. More information will be given to Vacation Leave Pilot Project agencies at a later date.

Leave balance are reduced to the maximum according to the following steps: 1) The SHARP system reduces an employee's vacation leave balance by any hours USED during the 05/27/01-06/09/01 pay period; 2) the system reduces the vacation leave to the maximum allowed per the Regulation; 3) the system adds hours accrued to the employee's vacation leave balance; therefore, the number of hours ACCRUED for the pay period ending 06/09/01 will not be lost.

You may wish to remind your employees now of the vacation leave overage date and that any vacation hours over the maximum as of 06/09/01 will be lost (excluding the hours accrued for the pay period ending 06/09/01).

For more specific information on leave balance maximums and overages refer to the following: Kansas Administrative Regulation 1-9-4, Bulletin 99-01: Vacation Leave Overage, Executive Order 98-7, and Time and Leave Computer Based Training: Maximum Vacation Leave Policy and Schedule (page 20).

If you are unsure if an unclassified employee is covered under Executive Order 98-7 or if you have other questions about the maximum vacation policy, consult with your Human Resources office or your Human Resource Consultant in the Division of Personnel Services.

Return to SHARP Message Page

Page last modified on: