SHARP Customer Service Center

- SHARP Messages -

SHARP Message #563

DATE:	11/19/03
AUTHOR:	
SUBJECT:	2003 and 2004 Discretionary Days

MESSAGE TEXT:

We have just posted the following message on the Important Notices section of the State Employee Services page http://www.kansas.gov/employee/

You may also want to remind your employees of these important "Use it or Lose it" dates in your other employee communications.

2003 and 2004 Discretionary Days

Eligible employees who have not used the 2003 Discretionary Day have until 12/20/2003 to use it.

For those employees whose normal work schedule ends on Fridays, the last day to use this day is Friday, 12/19/2003.

Eligible employees may use the 2004 Discretionary Day from 12/21/2003 to 01/01/2005.

A complete list of Executive Branch Holidays for 2003 and 2004 are listed at http://da.state.ks.us/ps/subject/holiday.htm.

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