SHARP Message #532

DATE: 6/03/03
AUTHOR: BRENT SMITH
SUBJECT: VACATION TRANSFER TO SICK LEAVE INSTRUCTIONS
MESSAGE TEXT:

Vacation Leave Overage Transfer Instructions are available at the SHARP Customer Service Website, Documents page: http://da.state.ks.us/sharp/documents/

You will find three documents there that will aid you in determining how to transfer up to 20 hours of vacation leave overage to sick leave for eligible employees using the SLA earnings code on the 06/07/03 timesheets for those employees who are eligible for vacation leave transfer. These documents are: Fiscal Year End Pay Periods, Vacation Overage Detailed Instructions, and Vacation Overage General Instructions.

This procedure is a result of a change to Kansas Administrative Regulation 1-9-4 that was effective in June 2002. It affects all classified employees and unclassified employees who follow Executive Order 98-7 and whose vacation leave balance is over the maximum allowed.

Questions regarding how to enter the transfer codes may be directed to brent.smith@da.state.ks.us. Questions regarding the regulation may be directed to kraig.knowlton@da.state.ks.us.

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