

## Vacation Overage Conversion Detailed Instructions

### STEP 1

Generate the **Vacation Leave Overage** report (Time and Leave>Reports>Vacation Leave Overage). This report lists employees who have vacation leave balances over the maximums established by Kansas Administrative Regulation (K.A.R. 1-9-4 Vacation Leave [www.da.ks.gov/ps/documents/regs/art-9.htm#1-9-4](http://www.da.ks.gov/ps/documents/regs/art-9.htm#1-9-4)) as of the pay period end date you select. Note: For the 2009 fiscal year end, you generate this report after the final pay calculation for the 05/30/09 pay period end date (pped). The leave accrual information for this date is available the day following the 05/30/09 pped final pay calculation I.E. beginning Saturday, 06/05/09.

For cross-reference, the following table displays the maximum vacation leave balance classified Executive Branch employees may have at the end of each fiscal year.

Length of Service	Less than 5Yrs.	5Yrs.&Less Than 10Yrs.	10Yrs.&Less Than 15Yrs.	15Yrs. and Over
Maximum Accumulation of Hours	144	176	208	240

### STEP 2

Determine the number of vacation leave hours taken during the last pay period of the fiscal year, if any. Note: For the 2009 fiscal year the last pay period is 05/31/09-06/13/09.

### STEP 3

Determine vacation leave donated to shared leave during the last pay period of the fiscal year, if any. Note: For the 2009 fiscal year the last pay period is 05/31/09-06/13/09.

### STEP 4

Take the Overage amount from the report and subtract any vacation leave used during the last pay period of the fiscal year and any vacation hours donated to shared leave that are not reflected in the overage amount (if any). The resulting amount (up to 40 hours) can be transferred to the employee's sick leave balance.

**Example:** You generated the Vacation Leave Overage report on Monday, 06/15/09. It displays the leave balance as of the 05/30/09 accrual date.

\*The report shows 58 hours Vacation Overage

\*The employee requested 8 hours Vacation for last pay period of the fiscal year (05/31/09-06/13/09) (58-8 =50).

\*The employee donated 5 hours Vacation to Shared Leave and it is not yet posted. (50-5=45) SLA = 40

## STEP 5

You will not have to rely on the DPS SHARP Unit to increase the sick leave balance for employees over the vacation leave maximum. To increase the sick balance, enter SLA (sick leave accrual) and the transfer hours (up to 40) on the employee's LAST timesheet of the fiscal year. Then turn on the OK to Process? checkbox and save your changes. Note: For the 2009 fiscal year the last timesheet for the fiscal year is 06/13/09. Do not enter SLS. As a result of this single entry, the employee's leave information for the 06/13/09 pay period end date will reflect the increase in sick hours. On the leave accrual page, the hours forfeited will display in the "Adjusted-Year-to-Date" field.

**Example:** Based on the 45 hours overage figure in the above example, enter 40 hours SLA on the employee's 06/13/09 timesheet. Note: The maximum transfer is 40 hours worth of vacation leave.

### PLEASE NOTE THE FOLLOWING:

\* The vacation leave hours accumulated for the last pay period of the fiscal year are not subject to forfeiture until the end of the next fiscal year. For the 2009 fiscal year the last pay period is 05/31/09-06/13/09. Check out the Fiscal Year End Pay Dates Document located on the Documents page of the SHARP Customer Service website:  
[www.da.ks.gov/sharp/documents](http://www.da.ks.gov/sharp/documents)

\* The vacation leave transfer to sick leave can be no more than 40 hours. If the overage exceeds 40 hours, enter only 40 hours SLA on the timesheet. The transfer amount entered using SLA does not have to be in .25 increments. For example, it could be SLA 38.13, if that is the overage amount.

\* In order to minimize manual vacation leave adjustments, please submit shared leave request forms as soon as possible to Jeanette Bieker within DPS. Jeanette's fax number is 785-296-7712.

**\* The Vacation Leave Overage report includes classified, unclassified, regular, and temporary employees. Your agency may have differing vacation overage maximums for unclassified staff. Keep this in mind when figuring the overage amounts.**

\* Please take into consideration criteria changes that may occur after you generate the report. This includes, but may not be limited to, vacation overage maximums (144, 176, 208, 240) due to a change in years of service or additional vacation hours donated or used during the last pay period.