

Vacation Overage Conversion Detailed Instructions

STEP 1

Generate the *Vacation Leave Overage* report (Navigation: Time and Labor > Reports > Vacation Leave Overage <http://www.da.ks.gov/sharp/reports/tlkben354.htm>). 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 <http://admin.ks.gov/offices/personnel-services/agency-information/regulations>) as of the last accrual. For the 2016 fiscal year end, generate this report after the final pay calculation for the 05/21/2016 pay period end date (pped). The leave accrual information for this date is available after the 05/21/2016 pped final pay calculation, i.e. beginning Saturday, 05/28/2016.

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. For the 2016 fiscal year, the last SHARP pay period is 05/22/2016-06/04/2016.

STEP 3

Determine vacation leave donated to shared leave during the last pay period of the fiscal year, if any. For the 2016 fiscal year, the last SHARP pay period is 05/22/2016-06/04/2016.

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 using the **VOTTS (FYE Vac Overage XFR to Sick) Time Reporting Code (TRC)**. **NOTE: Do not use the SLA TRC as it no longer works for this process.**

Example: You generated the Vacation Leave Overage report on Monday, 06/06/2016. It displays the leave balance as of the 05/21/2016 accrual date.

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| <ul style="list-style-type: none"> • The report shows 58 hours Vacation Overage |
| <ul style="list-style-type: none"> • The employee requested 8 hours Vacation for the last pay period of the fiscal year (05/22/2016-06/04/2016) (58-8 =50) |
| <ul style="list-style-type: none"> • The employee donated 5 hours Vacation to Shared Leave and it is not yet posted. (50-5=45) VOTTS TRC = 40, not 45 (NOTE: 40 is the maximum that can be transferred per the Regulation) |

STEP 5

You will not have to rely on the Office of Personnel Services (OPS) SHARP Unit to increase the sick leave balance for employees over the vacation leave maximum. To increase the sick balance, enter Time Reporting Code **VOTTS** and then transfer hours (up to 40) on the employee's LAST timesheet of the fiscal year. Enter the hours in the second Saturday field of the timesheet (as long as the employee is still employed on that Saturday; if they aren't, enter it on the last day the employee is active). Then **click Submit [and Approve Reported Time if applicable] and approve Payable Time once the hours display there**. Do not enter SLA or SLS. For the 2016 fiscal year, the last timesheet is 05/22/2016-06/04/2016. As a result of this single entry, the employee's leave information for the 05/22/2016-06/04/2016 pped 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 **VOTTS** in the second Saturday field of the employee's 05/22/2016-06/04/2016 timesheet. The maximum transfer is 40 hours 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. The last pay period of the 2016 fiscal year is 05/22/2016-06/04/2016. For your reference, a "Fiscal Year End Pay Dates" document is located under the Time and Labor Documents section of the SHARP Customer Service documents page: 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 **VOTTS** on the timesheet. The transfer amount entered using VOTTS does not have to be in .25 increments. For example, it could be VOTTS 38.03, 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 Jolene Flowers within OPS. You may fax the documents to Jolene at 785-296-7712 or scan the documents and send a secure e-mail to jolene.flowers@da.ks.gov.
- * 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, and 240) due to a change in years of service or additional vacation hours donated or used during the last pay period.