SHARP Message #493

DATE:	5/21/2002
AUTHOR:	Connie Guerrero
SUBJECT:	Vacation Leave Overage Instructions
MESSAGE TEXT:	

Executive Branch classified employees and unclassified employees who follow Executive Order 98-7 whose vacation leave balances are over the maximum at the end of the fiscal year will need to have their vacation balances transferred (up to 20 hours) to sick leave during the pay period ending June 8, 2002.

This transfer of vacation leave hours to sick leave hours is a direct result of a change in Kansas Administrative Regulation 1-9-4 and is effective June 7, 2002.

Detailed instructions on how to figure the overage and enter the leave transfer for your employees will be provided to agencies next week.

Return to SHARP Message Page

Page last modified on: