SHARP Message #513

DATE: 12/23/02
AUTHOR: BRENT SMITH
SUBJECT: 2003 DISCRETIONARY DAY
MESSAGE TEXT:

A SHARP batch program will update the year 2003 Discretionary Day balances Friday evening, 12/27/02.

Eligible employees may request to use the year 2003 Discretionary Day for any day from 12/22/02-12/20/03.

Employee's check stubs will display a "DD" if the employee has a Discretionary Day balance. Once the "day" has been used, the "DD" is removed from the checkstub and the balance in SHARP is reduced to zero.

NOTE: During the year, the system is programmed to insert a Discretionary Day for eligible hired and rehired employees once they reach their six-month anniversary. This insert generally occurs one week following the end of the pay period in which the employee was eligible. If the employee wishes to use the discretionary day during the pay period it is earned, it is necessary to send a request to request.sharp@da.state.ks.us to increase the balance and another request to decrease the balance once leave accrual has run.

Return to SHARP Message Page

Page last modified on: