SHARP Customer Service Center

- SHARP Messages -

SHARP Message #586

DATE:	5/21/04
AUTHOR:	
SUBJECT:	**Employee Self Service Center - Vacation Overage Message**

MESSAGE TEXT:

Please note: The following message will be posted on the Important Notices section of the State Employee Services website http://www.kansas.gov/employee/ on Thursday, May 20, 2004.

The Division of Personnel Services is providing you this notice in advance so you can be prepared to answer questions employees may have concerning this message.

Eligible Executive Branch Employees: Use your vacation overage by June 5, 2004. Find out more information on this topic, including the recent Regulation change that allows you to convert up to 40 hours of vacation overage to sick leave.

VACATION OVERAGE INFORMATION
Classified employees, and unclassified employees who follow Executive Order 98-7, and whose vacation balance is, or soon will be, over the maximum: You must use your excess vacation leave by Friday, June 4, 2004 (or Saturday, June 5, 2004 if you are typically scheduled to work Saturdays). The hours you accrue during the 05/23/04 - 06/05/04 pay period are not affected.

The table below outlines the accumulation limits based on your length of service if you are a classified employee, or an unclassified employee who follows Executive Order 98-7. If you are unsure if you fall into this category, contact your Human Resources office for assistance as your maximum accumulation may differ.

Length of Service Maximum Accumulation
Less than 5 years 144
5 years and Less than 10 176
10 years and Less than 15 208
15 years and over 240

A recent Regulation change allows you to convert up to 40 hours of excess vacation leave to sick leave at the end of the fiscal year. Previously, the maximum allowed for conversion to sick leave was 20 hours.

Remember leave balances are viewable in Employee Self Service http://www.kansas.gov/employee/ However, please note that Vacation Leave Overages, if applicable, are not displayed separately from the Vacation Ending Balance.

If you have questions, please contact your Human Resources office.

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