SHARP Customer Service Center

- SHARP Messages -

SHARP Message #643

DATE:	11/9/05
AUTHOR:	HR
SUBJECT:	Discretionary Day Reminder - Self Service Message

MESSAGE TEXT:

Discretionary Day Reminder - Self Service Message

The following Discretionary Day countdown message will be posted on the Important Notices section of the State Employee Services page http://www.kansas.gov/employee/ within the next several days. We hope this message will help answer some questions employees may have.

”XX days left to use your 2005 Discretionary Day!* more…

*For eligible employees whose last workday of a week is Friday, the last day to use the 2005 Discretionary Day is Friday, December 30, 2005. For employees whose last workday of a week is Saturday, the last day to use the 2005 Discretionary Day is Saturday, December 31, 2005.

You can determine if you still have an available Discretionary Day by looking on the View Leave Balances page in the Employee Self Service Center located at www.kansas.gov/employee/ (click on the Self Service icon located in the Featured Sites area). If you see the words “Discretionary Holiday” on your View Leave Balances page, you still have a Discretionary Day available (Non-Regents).

A complete list of 2006 and 2005 Executive Branch Holidays, including Discretionary Day usage dates, is located at http://da.state.ks.us/ps/subject/holiday.htm.

Check with your agency Human Resource Office if you have questions."

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