SHARP Customer Service Center

- SHARP Messages -

SHARP Message #654

DATE:	2/8/05
AUTHOR:	HR
SUBJECT:	Vacation Overage Reminder - Self Service Message

MESSAGE TEXT:

The following Vacation Overage message will be posted on the State Employee Services website http://www.kansas.gov/employee/ beneath the “Featured Sites” section within the next several days:

The Department of Administration, Division of Personnel Services, is providing you this notice in the event you wish to refer your employees to the website for information on this topic.

“There are XXX (number is system generated) days left to use your Vacation Leave Overage for Eligible Executive Branch Employees. Find out more.

Vacation Overage Information
Classified employees, and unclassified employees who follow Executive Order 04-13, and whose vacation balance is, or soon will be, over the maximum: You must use your excess vacation leave by Friday, June 16, 2006 (or Saturday, June 17, 2006 if you are typically scheduled to work Saturdays). The hours you accrue during the 06/04/06 - 06/17/06 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 04-13. 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

You may convert up to 40 hours of excess vacation leave to sick leave at the end of the fiscal year.

Leave balances are viewable in the View Leave Balances section of Employee Self Service. 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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