SHARP Customer Service Center

- SHARP Messages -

SHARP Message #670

DATE:	9/29/06
AUTHOR:	HR
SUBJECT:	Military Leave Increase from 12 Days (96 hours) to 15 Days (120 hours)

MESSAGE TEXT:

Employees who meet the requirements of Kansas Administrative Regulation (K.A.R) 1-9-7b are eligible for 15 days (120 hours) Military Leave per Federal Fiscal Year beginning 10/01/2006.

The increase from 12 days (96 hours) to 15 days (120 hours) is a result of a change to Kansas Administrative Regulation (K.A.R) 1-9-7b.

SHARP batch coding has been updated to reflect this change. When the leave accrual program runs on the night of 10/13/06, 120 hours will default into employee Military Leave balances.

As a reminder, and as outlined in Bulletin 06-01 (Military Leave Clarifications), employees can only apply their 15 working days to a single term of active duty one time. Even if a single term of active duty exceeds the defined 12-month period, eligible employees cannot apply a new set of 15 working days of military leave with pay to a term of active duty on which they have already used 15 working days of military leave with pay.

The following detailed information is intended for you IF you have employees recording military leave during the 09/24/06-10/07/06 pay period:

The Federal Fiscal Year begins each October 1st. Unfortunately October 1st doesn't line up with the date accrual runs for the SHARP Pay Period 09/24/06 – 10/07/06. All military leave hours are reset to 120 during the leave accrual for that pay period. As a result, you may submit a request to the SHARP unit (request.sharp@da.state.ks.us) to ask that the Military Leave balance be increased for employees whose leave is too low if they need to record military leave for any day from 10/01/06-10/07/06 since those hours will not have been loaded into their balances yet.

If you have an employee who records military leave hours (MIL/MIE) for any day from 10/01/06-10/07/06, those hours will not be deducted from the new 120 Federal Fiscal Year military leave hours. To correct this, please send an e-mail, AFTER 10/13/2006, to the Division of Personnel Services SHARP unit and ask to have the hours used from 10/01/06-10/07/06 reduced from the military leave balance.

If you have any questions, you may contact Brent Smith at brent.smith@da.state.ks.us .

References:

Proposed Regulations: http://da.state.ks.us/ps/documents/regs/proposed.htm

Kansas Administrative Regulations: http://da.state.ks.us/ps/documents/regs/

Division of Personnel Bulletins: http://da.state.ks.us/ps/documents/bulletins/

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