

MEMORANDUM

TO: Personnel Specialists
FROM: Joe Younger
DATE: May 17, 2004
SUBJECT: Classified Employee Vacation Leave Overage

Currently Kansas Administrative Regulation 1-9-4 states that if a classified employee has vacation leave overage at the end of the last pay payroll period paid in each fiscal year, up to 20 hours of any excess accrued vacation leave will automatically convert to sick leave.

The Division of Personnel Services has advised that a revision to Kansas Administrative Regulation 1-9-4 has been published in the Kansas Register, that allows classified employees to convert up to 40 hours of excess vacation leave to sick leave.

Please advise your classified employees of this regulation change.

Questions should be addressed to the Division of Human Resources at (785) 532-6277.