



Kansas State University

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TO: President, Provost, Vice Presidents, Deans, Directors and Department Heads

FROM: Jennifer Gehrt, Director of Human Resource Services

DATE: October 28, 2009

SUBJECT: Leave Advancement Policy Extended to All Employees Who Earn Leave

Effective October 18, 2009, the governor issued Executive Order 09-08, adopting a Leave Advancement policy. The policy allows advancement of sick leave for employees who have exhausted all their own accrued leave in order to remain in pay status while staying away from the workplace due to flu-like symptoms or other circumstances where the granting of leave would be in the best interest of K-State. The K-State administration has approved this policy to include Unclassified employees as well as Classified employees, also effective October 18. Please refer to the earlier announcement about this program, located at:

<http://www.k-state.edu/hr/news/mem101509.pdf>