

Kansas State University  
Division of Human Resources  
Annual Sick Leave Record

Name \_\_\_\_\_

Payroll Dates (Pay Date)	Annual Leave (in hours)				Sick Leave (in hours)				Other Leave/Remarks
	Hours Accum	Hours Earned	Hours Used	Balance	Hours Accum	Hours Earned	Hours Used	Balance	
06/18/17 to 07/01/17 (07/14/17)		3.7				3.7			
07/02/17 to 07/15/17 (07/28/17)		3.7				3.7			
07/16/17 to 07/29/16 (08/11/17)		3.7				3.7			
07/30/17 to 08/12/17 (08/25/17)		3.7				3.7			
08/13/17 to 08/26/17 (09/08/17)		3.7				3.7			
08/27/17 to 09/09/17 (09/22/17)		3.7				3.7			
09/10/17 to 09/23/17 (10/06/17)		3.7				3.7			
09/24/17 to 10/07/17 (10/20/17)		3.7				3.7			
10/08/17 to 10/21/17 (11/03/17)		3.7				3.7			
10/22/17 to 11/04/17 (11/17/17)		3.7				3.7			
11/05/17 to 11/18/17 (12/01/17)		3.7				3.7			
11/19/17 to 12/02/17 (12/15/17)		3.7				3.7			
12/03/17 to 12/16/17 (12/29/17)		3.7				3.7			
12/17/17 to 12/30/17 (01/12/18)		3.7				3.7			
12/31/17 to 01/13/18 (01/26/18)		3.7				3.7			
01/14/18 to 01/27/18 (02/09/18)		3.7				3.7			
01/28/18 to 02/10/18 (02/23/18)		3.7				3.7			
02/11/18 to 02/24/18 (03/09/18)		3.7				3.7			
02/25/18 to 03/10/18 (03/23/18)		3.7				3.7			
03/11/18 to 03/24/18 (04/06/18)		3.7				3.7			
03/25/18 to 04/07/18 (04/20/18)		3.7				3.7			
04/08/18 to 04/21/18 (05/04/18)		3.7				3.7			
04/22/18 to 05/05/18 (05/18/18)		3.7				3.7			
05/06/18 to 05/19/18 (06/01/18)		3.7				3.7			
05/20/18 to 06/02/18 (06/15/18)		3.7				3.7			
06/03/18 to 06/16/18 (06/29/18)		3.7				3.7			

**Annual leave earned and maximum accumulations:**

University Support Staff:

- Less than 5 years                    3.7 hours earned/max - 304 hours
- 5-10 years                            5.5 hours earned/max - 304 hours
- More than 10 years                6.7 hours earned/max - 304 hours

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	Hours Accum	Hours Earned	Hours Used	Balance	Hours Accum	Hours Earned	Hours Used	Balance	
06/18/17 to 07/01/17 (07/14/17)		5.5				3.7			
07/02/17 to 07/15/17 (07/28/17)		5.5				3.7			
07/16/17 to 07/29/16 (08/11/17)		5.5				3.7			
07/30/17 to 08/12/17 (08/25/17)		5.5				3.7			
08/13/17 to 08/26/17 (09/08/17)		5.5				3.7			
08/27/17 to 09/09/17 (09/22/17)		5.5				3.7			
09/10/17 to 09/23/17 (10/06/17)		5.5				3.7			
09/24/17 to 10/07/17 (10/20/17)		5.5				3.7			
10/08/17 to 10/21/17 (11/03/17)		5.5				3.7			
10/22/17 to 11/04/17 (11/17/17)		5.5				3.7			
11/05/17 to 11/18/17 (12/01/17)		5.5				3.7			
11/19/17 to 12/02/17 (12/15/17)		5.5				3.7			
12/03/17 to 12/16/17 (12/29/17)		5.5				3.7			
12/17/17 to 12/30/17 (01/12/18)		5.5				3.7			
12/31/17 to 01/13/18 (01/26/18)		5.5				3.7			
01/14/18 to 01/27/18 (02/09/18)		5.5				3.7			
01/28/18 to 02/10/18 (02/23/18)		5.5				3.7			
02/11/18 to 02/24/18 (03/09/18)		5.5				3.7			
02/25/18 to 03/10/18 (03/23/18)		5.5				3.7			
03/11/18 to 03/24/18 (04/06/18)		5.5				3.7			
03/25/18 to 04/07/18 (04/20/18)		5.5				3.7			
04/08/18 to 04/21/18 (05/04/18)		5.5				3.7			
04/22/18 to 05/05/18 (05/18/18)		5.5				3.7			
05/06/18 to 05/19/18 (06/01/18)		5.5				3.7			
05/20/18 to 06/02/18 (06/15/18)		5.5				3.7			
06/03/18 to 06/16/18 (06/29/18)		5.5				3.7			

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07/02/17 to 07/15/17 (07/28/17)		6.7				3.7			
07/16/17 to 07/29/16 (08/11/17)		6.7				3.7			
07/30/17 to 08/12/17 (08/25/17)		6.7				3.7			
08/13/17 to 08/26/17 (09/08/17)		6.7				3.7			
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11/19/17 to 12/02/17 (12/15/17)		6.7				3.7			
12/03/17 to 12/16/17 (12/29/17)		6.7				3.7			
12/17/17 to 12/30/17 (01/12/18)		6.7				3.7			
12/31/17 to 01/13/18 (01/26/18)		6.7				3.7			
01/14/18 to 01/27/18 (02/09/18)		6.7				3.7			
01/28/18 to 02/10/18 (02/23/18)		6.7				3.7			
02/11/18 to 02/24/18 (03/09/18)		6.7				3.7			
02/25/18 to 03/10/18 (03/23/18)		6.7				3.7			
03/11/18 to 03/24/18 (04/06/18)		6.7				3.7			
03/25/18 to 04/07/18 (04/20/18)		6.7				3.7			
04/08/18 to 04/21/18 (05/04/18)		6.7				3.7			
04/22/18 to 05/05/18 (05/18/18)		6.7				3.7			
05/06/18 to 05/19/18 (06/01/18)		6.7				3.7			
05/20/18 to 06/02/18 (06/15/18)		6.7				3.7			
06/03/18 to 06/16/18 (06/29/18)		6.7				3.7			

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