

Kansas State University
 Division of Human Resources
 Annual Vacation/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	
06/17/18 to 06/30/18 (07/13/18)		3.7				3.7			
07/01/18 to 07/14/18 (07/27/18)		3.7				3.7			
07/15/18 to 07/28/18 (08/10/18)		3.7				3.7			
07/29/18 to 08/11/18 (08/24/18)		3.7				3.7			
08/12/18 to 08/25/18 (09/07/18)		3.7				3.7			
8/26/18 to 09/08/18 (09/21/18)		3.7				3.7			
09/09/18 to 09/22/18 (10/05/18)		3.7				3.7			
09/23/18 to 10/06/18 (10/19/18)		3.7				3.7			
10/07/18 to 10/20/18 (11/02/18)		3.7				3.7			
10/21/18 to 11/03/18 (11/16/18)		3.7				3.7			
11/04/18 to 11/17/18 (11/30/18)		0				3.7			
11/18/18 to 12/01/18 (12/14/18)		3.7				3.7			
12/02/18 to 12/15/18 (12/28/18)		3.7				3.7			
12/16/18 to 12/29/18 (01/11/19)		3.7				3.7			
12/30/18 to 01/12/19 (01/25/19)		3.7				3.7			
01/13/19 to 01/26/19 (02/08/19)		3.7				3.7			
01/27/19 to 02/09/19 (02/22/19)		3.7				3.7			
02/10/19 to 02/23/19 (03/08/19)		3.7				3.7			
02/24/19 to 03/09/19 (03/22/19)		3.7				3.7			
03/10/19 to 03/23/19 (04/05/19)		3.7				3.7			
03/24/19 to 04/06/19 (04/19/19)		3.7				3.7			
04/07/19 to 04/20/19 (05/03/19)		3.7				3.7			
04/21/19 to 05/04/19 (05/17/19)		3.7				3.7			
05/05/19 to 05/18/19 (05/31/19)		0				3.7			
05/19/19 to 06/01/19 (06/14/19)		0				3.7			
06/02/19 to 06/15/19 (06/28/19)		0				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