

KANSAS STATE UNIVERSITY

Advanced Leave Agreement (PER-60)

Advanced Leave Policy — Medical Absences Only (PPM Chapter 4860)

Employees who earn leave but who have depleted all their own leave balances may be granted advanced leave for medical absences, to a maximum of 80 hours. Future sick and vacation leave will be adjusted as earned against the amount of leave advanced, until the leave returned equals the leave advanced.

Implementation guidelines follow:

1. The employee must have exhausted all leave (vacation, sick, compensatory time, holiday compensatory time, and discretionary day) and is not currently receiving shared leave.
2. The employee must not have a history of leave abuse.
3. The requesting employee completes and submits this Advanced Leave Agreement (PER-60) form to the department head for approval.
4. The amount of advanced leave cannot exceed the amount of hours the employee is regularly scheduled to work in a pay period. For a full-time employee on a normal schedule, this is a maximum of 80 hours.
5. Advanced leave for nonexempt employees must be used in .25-hour increments; exempt employees will use leave in half- or full-day increments.
6. Future earned sick and vacation leave accruals will be adjusted for the amount of advanced leave used.
7. If the employee separates from K-State before the advanced leave is fully deducted from the employee's sick and vacation leave accruals, the remaining balance owed will be deducted from the employee's final paycheck, and the employee agrees to pay any unrecovered balance as liquidated damages.

Employee and Leave Information (Timekeeper to Complete)			
Employee Name		Employee ID #	
Record #	Department ID #	Start Date for Advanced Leave	Total Hours Requested

Employee Agreement

I, the undersigned employee, understand and agree that any amount of advanced leave that I use, pursuant to the State of Kansas Leave Advancement policy authorized by Executive Order 09-08, will be deducted from the sick and vacation leave and discretionary day I accrue as an employee of the State of Kansas, beginning with the first pay period following the pay period in which I use advanced leave, until the total amount of hours of advanced leave I used has been deducted from my future leave accruals.

I further understand and agree that should I separate from Kansas State University service before I have accrued sufficient leave to equal the total amount of hours of advanced leave I used, the dollar amount of the remaining balance of hours not deducted from the leave I was to accrue will be deducted as a lump sum from the last paycheck I am scheduled to receive from the State of Kansas for my current term of employment.

I agree to pay to the State of Kansas, as liquidated damages, an amount equal to the dollar value of any advanced leave I received which was not recovered prior to my separation from employment with Kansas State University.

Employee Name (Printed)

Date

Employee Signature

Date

Department Head Approval Signature

Date

Send completed form to hrimaging@ksu.edu for processing. The Time and Leave Team will add the approved hours to the employee's leave accrual balance in the Time and Leave System.