K·STATE
Kansas State University
Division of Human Resources
103 Edwards Hall
Manhattan, KS 66506-4801
785-532-6277
Fax: 785-532-6095

MEMORANDUM

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

From: Jennifer Gehrt, Director of Human Resource Services

Date: October 15, 2009

Subject: New State of Kansas Leave Advancement Policy for Classified Employees

Governor Parkinson has issued Executive Order 09-08, adopting a Leave Advancement policy for classified employees. Effective October 18, 2009, this new policy allows K-State to provide advancement of paid leave to regular classified employees who have exhausted 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 interests of the State of Kansas.

Implementation Guidelines:

a) The employee must have exhausted all leave (vacation, sick, compensatory time, holiday compensatory time and discretionary day) and is not currently receiving shared leave.
b) The employee must not have a history of leave abuse.
c) The advanced leave may be authorized for any of the normal reasons the employee is granted sick leave. See Classified Employee Leaves, PPM Chapter 4860.
d) The requesting employee must complete, sign and submit the "Advanced Leave Agreement", PER-60 form, to his or her department head for approval. This form is now available on the HR Forms website: http://www.k-state.edu/hr/forms/per60.pdf.
e) 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.
f) The Advanced Leave should be recorded on timesheets and in HRIS Time & Leave by using the following earnings codes:
   AVD – Leave-Advancement Non-Exempt
   AVE – Leave-Advancement Exempt
   Advanced leave for non-exempt employees must be used in .25 hour increments; exempt employees will use leave in half or full-day increments.
g) The future earned sick and vacation leave accruals will be adjusted for the amount of the Advanced Leave. Further instructions for timekeepers will be sent at a later date.
h) If the employee separates from K-State before the number of advanced leave hours are deducted from the employee's sick and vacation leave accruals, the remaining balance of hours will be multiplied by the current regular rate of pay and deducted from the employee's final paycheck.

Please direct any questions regarding this new Leave Advancement policy to Kristi Fronce, Division of Human Resources, 532-6277.

References: Executive Order 09-08, Bulletin No. 09-05