

Holidays			
Eligibility	Immediately upon employment	The governor may designate, in a particular year, additional days on which state offices are to be closed in observance of a holiday or a holiday season. For the purpose of this regulation, such a day shall be deemed a legal holiday.	
Benefit	Eight (8) Legal Holidays		
	New Year's Day		Labor Day
	Martin Luther King, Jr. Day		Veterans Day
	Memorial Day		Thanksgiving Day & after
	Independence Day	Christmas	
Special Rule	* Must be in a paid status the scheduled day prior and the scheduled day following the holiday to qualify for the holiday.		
Discretionary Holiday			
Eligibility	An eligible employee is one who is eligible for Health Insurance or KPERS and who has worked for the State in an eligible position for six (6) Continuous months.		
Benefits	The Discretionary holiday must be take prior to certain SHARP pay periods that occur during the last part of December or the first part of January.		
Special Rules	One Discretionary Holiday must be requested in advance using the same procedures as for annual leave and requires supervisory approval.		
	Discretionary Holidays do not accrue and must be taken prior to the expiration of the calendar year		
	Discretionary Holidays may not be carried over from year to year		
Annual Leave (VACATION)			
Eligibility	Accrued each pay period per based upon length of service and hours in pay status per pay period.		
Benefits	Paid VacationLeave Accrues as follows:		
		80 hours per pay period worked	
		Maximum accumulation of Vacation Hours is	
	Less than 5 yrs of service	3.7 hours	144
	5 years of service and less than 10 years	4.7 hours	176
	10 years of services and less than 15 years	5.6 hours	208
	15 years of service and over	6.5 hours	240
Special Rule	if the employee resigns or is otherwise separated from the service, any vacation leave earned in the pay period in which the separation occurs shall be credited to the employee, and payment for that leave shall be made to the employee as provided in K.A.R. 1-9-13		
Sick Leave			
Eligibility	Accrued each pay period per based upon length of service and hours in pay status per pay period.		
Benefits	Paid Sick Leave Accrues as follows:		
	Hours in Pay Status per Pay Period	Hours earned per pay period	
	80	3.7 hours	
Special Rule	Sick leave with pay shall be granted only for the following reasons: illness or disability of the employee, including pregnancy, childbirth, miscarriage, abortion, and recovery therefrom, and personal appointments with a physician, dentist, or other recognized health practitioner; illness or disability, including pregnancy, childbirth, miscarriage, abortion, and recovery therefrom, of a family member, and a family member's personal appointments with a physician, dentist, or other recognized health practitioner, when the illness, disability, or appointment reasonably requires the employee to be absent from work; legal quarantine of the employee; or the adoption of a child by an employee or initial placement of a foster child in the home of an employee, when the adoption or initial placement reasonably requires the employee to be absent from work.		
Military Leave			
Eligibility	Immediately upon employment		
Benefits	120 hours (40.0 hour schedule) per calendar year Leave without pay for duty which exceeds 15 work days		
Special Rule	An employee whose active duty spans two or more calendar years is to receive 15 days paid at the start of each new year without consideration of holidays and without consideration of leave accrual until such time as the individual's aggregate absence from work reaches 5 years.*** **Total cumulative leave protected by The Uniformed Service Employment and Reemployment Rights Act (USERRA) of 1994 is a maximum of five years. ***When an individual's aggregate absence from work due to Military service reaches 5 years the records must be reviewed and submitted to the Director for approval prior to the payment of additional Military Leave and granting of reinstatement rights.		
Jury Duty			
Eligibility	Immediately upon employment		
Benefits	To appear under subpoena to testify, unless they are one of the parties in the proceeding or the subpoena arises from other employment or volunteer activity.* Employees are required to return to work within a reasonable period of time following the conclusion of their obligation.		
Special Rule	Employees are required to present documentation of their participation in Jury duty in order to receive paid time off.		

Shared Leave

Eligibility	Eligible employees who have worked continuously for the State of Kansas for at least six months and who have exhausted all paid leave may apply for Shared Leave for an employee’s own qualified health condition, or for a family member’s qualified health condition. An employee receiving workers compensation for the same injury/illness is not eligible for shared leave.
Benefits	<p>donated shared leave program to benefit eligible employees who have exhausted all sick and vacation leave.</p> <p>If eligible State of Kansas employees donate vacation or sick leave to a specific Shared Leave recipient, the recipient can then record Shared Leave and continue to receive pay instead of having to record leave without pay.</p> <p>An employee is eligible to donate leave if he or she has a vacation leave balance of at least 80 hours and a sick leave balance of at least 480 hours after donating the respective leave (unless the employee donated vacation/sick leave at the time of separation from service).</p>
Special Rule	<p>The criteria for Shared Leave approval are quite stringent. The medical condition must be serious, extreme or life-threatening.</p> <p>The agency must submit all Shared Leave requests to the Committee, unless the agency determines there has been leave abuse by the requesting employee. If, per agency policy and practice, the employee is a leave abuser, the agency must notify the employee and may decline to forward the request to the Committee.</p> <p>There is no appeal process associated with Shared Leave. Shared Leave is not considered an “entitlement”.</p>

Funeral Leave

Eligibility	Immediately upon employment												
Benefits	<p>Employees on benefit eligible positions may be granted paid funeral leave upon the death of a close relative as noted below. Leave must be made using the Leave Request Form and will need to adhere to the Short Term Absences policy. Under no circumstance can funeral leave exceed six (6) working days.</p> <p>The maximum of six (6) working days of paid funeral leave is recommended for the following family members:</p> <table border="1"> <tr> <td>Employee's Spouse</td> <td>Employee's Children (adopted & step)</td> <td>Employee's Parents (adopted and step)</td> </tr> <tr> <td>Employee's Brother or Sister (adopted & step)</td> <td></td> <td></td> </tr> </table> <p>The maximum of three (3) working days of paid funeral leave is recommended for the following family members:</p> <table border="1"> <tr> <td>Employee's Grandparents</td> <td>Employee's Grandchildren</td> <td>Employee's in-laws (father, mother, daughter, son, brother and sister)</td> </tr> <tr> <td>Other relative or foster child</td> <td>Employee's Ex-spouse</td> <td></td> </tr> </table>	Employee's Spouse	Employee's Children (adopted & step)	Employee's Parents (adopted and step)	Employee's Brother or Sister (adopted & step)			Employee's Grandparents	Employee's Grandchildren	Employee's in-laws (father, mother, daughter, son, brother and sister)	Other relative or foster child	Employee's Ex-spouse	
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