2416 – General Leave Requirements and Information

Leave Accrual, Usage and Reporting

Leave accruals are in accordance with the Accrual Chart for Vacation, Sick and Personal Leave Benefits procedure. For those who either exhaust their leave or who work in a position class that does not accrue leave, please see the Unpaid Leave section below.

The number of hours of leave benefits used must be reported on the College approved time sheet (leave record). The number of hours reported must not exceed the number of hours an employee is normally scheduled to work each day.

If the full-time non-exempt employees[1] total weekly hours (actual hours worked and/or eligible paid holiday or closure time) end up being between 39 and 40 hours due to round off, no leave time will need to be submitted to bring the employees total weekly hours up to 40. However, if the full-time non-exempt employee's total weekly hours end up being less than 39 hours, the appropriate leave time (when available) must be submitted in order to bring the employees total weekly hours up to 40 hours.

If the full-time exempt (salaried) employees[2] total weekly hours (actual hours worked and/or eligible paid holiday or closure time) end up being less than 40 hours, the appropriate leave time (when available) will need to be submitted in order to bring the employees total weekly hours up to 40.

If a Part-time Hourly Staff (Partial Benefits) employees total weekly hours end up being within an hour or less of the employees normal weekly work schedule, no leave time will need to be submitted to bring the employees total weekly hours up to the normal weekly work schedule. However, if the part-time non-exempt employees total weekly work hours end up being short more than an hour, the appropriate leave time (when available) must be submitted in order to bring the employees total weekly hours up to the normal weekly work schedule.

If a part-time exempt employees[3] total weekly hours end up being less than the normal weekly work schedule, the appropriate leave time (when available) will need to be submitted in order to bring the employees total weekly hours up to the normal weekly work schedule.

If a scheduled holiday occurs while the full-time employee is on leave, that day will be considered holiday time rather than leave time, if the holiday is surrounded by paid time (working or eligible paid leave) in accordance with the Holidays and Breaks procedure.

The submission and verification of the employee's time record shall be the responsibility of the employee and his/her supervisor.

Leave Codes

---

[1] Full-time Hourly Staff and Full-time Hourly Staff Less Than 12 Months

[2] President, Vice President and Deans, 9-month Full-time Faculty, 10-month Full-time Faculty, 11-month Full-time Faculty, 12-month Full-time Faculty-Barton Campus, 12-month Full-time Faculty-Fort Riley Campus, Full-time Exempt Staff and Full-time Exempt Staff Less Than 12 Months

[3] Adjunct Faculty, Part-time Faculty and Part-time Exempt Staff

Leave Code	Leave Code Description
BRV/Bereavement Leave	Bereavement Leave Hours Taken
FMP/FMLA-Personal Leave	Personal Leave Hours Taken (for Family and Medical Leave)
FMS/FMLA-Sick Leave	Sick Leave Hours Taken (for Family and Medical Leave)
FMV/FMLA-Vacation Leave	Vacation Leave Hours Taken (for Family and Medical Leave)
P/Personal Leave	Personal Leave Hours Taken
S/Sick Leave	Personal Sick Leave Hours Taken
V/Vacation Leave	Vacation Leave Hours Taken

Earned Leave Benefits (Vacation, Sick, and Personal Leave) Reduction Explanation
Vacation Leave hours taken (V) and Vacation Leave hours taken for Family and Medical Leave purposes (FMV), are both deducted from an employee's earned Vacation Leave benefits.

Personal Leave hours taken (P) and Personal Leave hours taken for Family and Medical Leave purposes (FMP), are both deducted from an employee's earned Personal Leave benefits.

Bereavement Leave hours taken (BRV), Sick Leave hours taken for Family and Medical Leave purposes (FMS), and Personal Sick Leave hours taken (S), are all deducted from an employee's earned Sick Leave benefits.

Leave Advancement
Sick Leave and Personal Leave benefits may not be advanced.

Unpaid Leave
Whenever an eligible employee (exempt (salaried) or non-exempt (hourly)) runs out of leave benefits in a particular leave category (Sick, Personal Leave, and Vacation), the employee must use all other eligible leave benefits before going on unpaid leave.

Unused Leave Benefits
Unused Personal Leave benefits will not be paid out at time of termination. Unused Sick Leave benefits will only be paid out as specified in the Early Retirement Benefits procedure. Because vacation leave cannot be used to extend an employee's last day worked, employees will be paid for earned but unused vacation leave at the time of termination as a terminal allowance in lieu of vacation due.

Further Information/Clarification of Employee Leave Procedures
These procedures are not meant to be all-inclusive. Please contact the Office of Human Resources with any questions regarding situations not specified in the procedure.

Contacts(s):

Director of Human Resources

Related Form(s): N/A

Relevant Policy or Procedure(s): 1410 – Employee Leave; 2415-Accrual Chart for Vacation, Sick and Personal Leave Benefits; 2417-Clarification of Medical Related Leaves; 2418-Bereavement Leave; 2421-Family and Medical Leave; 2421A-FMLA Leave for Military Service Member's Families; 2423-Military Leave; 2424-Personal Leave; 2425-Personal Sick Leave; 2427-Vacation Leave; 2428-Holidays and Breaks; 2430-Early Retirement Benefits; 2490-Payroll Procedure

Approved by: President

Date: 11/6/06

Revision(s): 3/17/08; 4/21/08; 6/9/08; 10/30/13; 8/18/16 (minor revision); 1/23/17; 1/22/19 (minor revision); 4/9/19 (minor revision); 10/5/20 (minor revision)