

## 2021 Vacation Overage Conversion General Instructions

### Vacation Overage: Transfer Up to 40 Hours to Sick Leave

If you have classified Executive Branch employees whose vacation leave balances are over the maximum at the end of the fiscal year, you will need to use the timesheets for the pay period ending **June 12, 2021** to transfer those vacation hours (up to 40 hours) to sick leave. The Fiscal Year End Pay Periods document is located at the SHARP Customer Service Documents Website under the Time and Labor section: <http://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>.

This transfer of vacation hours to sick hours is based on Kansas Administrative Regulation (K.A.R.) 1-9-4 <http://admin.ks.gov/offices/personnel-services/agency-information/regulations>. If you have unclassified employees who follow Executive Order 04-13, this also applies to them. These instructions do not apply to those unclassified employees who do not follow Executive Order 04-13.

In order to determine if you have any employees over the maximum vacation leave balance, you should generate the *Vacation Leave Overage* report (navigation / report information link: Time and Labor Homepage, Time and Labor Reports Tile, Vacation Leave Overage Navigation Link / <https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kben354.pdf>). This is an on-line SHARP agency run report, which you may generate anytime during SHARP business hours.

The Vacation Leave Overage report will allow you to see who in your agency has a vacation leave balance that is higher than the maximum. The report lists unique employee information, including the Vacation Leave Overage Hours.

Once you print the report, you will then need to subtract leave taken the last pay period of the fiscal year, if applicable, and vacation leave donated to shared leave that is not yet reflected in the leave balance, if applicable, from the Overage Hours.

**Use the “VOTTS” (FYE Vac Overage XFR to Sick) Time Reporting Code (TRC) to transfer Vacation hours to Sick hours. Note: The VOTTS TRC will display as VOTTS on Reported Time (the timesheet) and Payable Time and will display as SLA on Payroll tables/reports).**

After you enter the VOTTS row to the timesheet, click Submit (and Approve Reported Time if applicable) and review and approve Payable Time once the hours display there. The hours listed under the SLA earnings code / VOTTS TRC will increase the sick leave balance by those hours during the final accrual of the fiscal year.

During the final accrual of the fiscal year, the vacation balance is reduced to the maximum allowed by K.A.R. 1-9-4 via an automated batch process. The accrual for the last pay period of the fiscal year is added to the vacation leave balance **after** the leave has been reduced to the maximum. The accrual amount for the last pay period of the fiscal year is not subject to forfeiture until the end of the next fiscal year.

The detailed instructions document, Vacation Overage Conversion Detailed Instructions, that describe when and how to figure the overage and enter the VOTTS row in the timesheet, is located at the SHARP Customer Service Documents Website page under the Time and Labor section: <http://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>.