



Employees in a benefits eligible position earn Vacation Leave from their first day on the job. An employee is eligible to take Vacation Leave after it is accrued. Vacation Leave for non-exempt employees must be taken in quarter hour increments. Vacation Leave for exempt employees must be taken in half or full day increments. Leave requests must be submitted to and approved by the employee's supervisor in advance.

Employees on approved vacation leave may not return to work or work from remote locations prior to the end of their vacation without prior Supervisor approval.

When an employee is on Vacation Leave, and the employee or a member of the employee's family becomes ill to the extent that the employee is deprived of a portion of the vacation, the employee may request that some or all of the leave time be charged to Sick Leave instead of Vacation Leave.

Vacation Leave accruals are subject to maximum accumulation, which shall be enforced each year on the last day of the final pay period in the fiscal year. Failure to use leave overage by the last day of the final pay period in the fiscal year shall result in a loss of Vacation Leave in excess of the maximum accumulation. Under no circumstances shall an employee be allowed to carry-over leave in excess of the maximum accumulation. Under no circumstances shall an employee be allowed to use Sick Leave for Vacation Leave.

*Reference: K.A.R. 1-9-3; K.A.R. 1-9-4; K.A.R. 1-9-13; K.A.R. 1-9-14; KDADS Employee Policy 12.5 Work at Home*