

UNIVERSITY OF KANSAS  
Lawrence

Office of  
The Chancellor

July 22, 1943

PROCEDURE FOR REPORTING  
VACATIONS, SICK LEAVES AND LEAVES WITHOUT PAY  
FOR MEMBERS OF THE STAFF UNDER CIVIL SERVICE

Effective with July, the Civil Service Department has ordered us to show vacations, sick leaves and leaves without pay on the monthly payrolls. In order that these data may be recorded on the payroll forms, it will be necessary for department heads to report at the end of each month any leave taken by any member of his staff who is in the classified service. Until such time as a printed form is adopted for such reporting, your monthly report can be made by memorandum to the Business Office, following this style:

JOHN DOE - Janitor I

Vacation - 6 days (1 day for each month worked since January 1, 1943.)

Sick leave - 6 days

Overtime - 2 days (1 day each for New Year's and Memorial Day when he worked at request of University.)

Without pay - 3 days (additional time off beyond vacation and sick leave.)

MARY SMITH - Clerk-Steno I

Vacation - 13 days (7 days earned under University policy in operation until January 1, 1943; 6 days earned under Civil Service rules since January 1, 1943.)

Sick leave - 0

Overtime - 1 day (Memorial Day, when she worked at University request.)

Without pay - 0

Allowances are to be determined according to the rules of the Civil Service Department which were outlined in the letter of June 26, 1943, from this office.

I am sorry to impose this additional bookkeeping on your office, and trust that it will not prove to be burdensome.

If you have any question on application of the regulations to members of your staff, please feel free to call this office.

Sincerely yours,

RAYMOND NICHOLS  
Executive Secretary