

UNIVERSITY OF KANSAS
Lawrence

Office of the Chancellor

June 26, 1943

VACATIONS AND SICK LEAVES
Under the Kansas Civil Service Law

1. Vacations

Each permanent employee is entitled to vacation with pay at the rate of one working day for each full month of service.

No vacation is granted during the probationary period, but upon completion of this period vacation time is allowed for the time served during such period.

The time at which vacation is to be taken is to be determined by the head of the department.

Vacations are computed on the state fiscal year basis and may be accumulated for not more than eighteen working days.

Official holidays occurring in the period of vacation do not count as one of the days allowed. Saturday counts as a whole day.

This regulation became effective January 1, 1943. Vacation allowance earned previous to this date should be determined on the policies of the University in existence before January 1. Thus, in the transition in the summer of 1943, old employees will have a somewhat more generous vacation allowance than will be allowed under the regulations next year and thereafter.

2. Sick Leave

Sick leave with pay is to be granted to all employees at the rate of one working day for each full month of service. Sick leave is computed on the state fiscal year basis and is to be accumulated for not more than 90 working days, but leave in excess of 12 working days will be granted only on the approval of the head of the department, the Chancellor, and the Director of the State Civil Service.

Sick leave will be granted only for absence from duty because of personal illness or legal quarantine. The Civil Service Director or the Chancellor has the right at any time to require that employees requesting pay for sick leave submit a medical certificate from the attending physician or from a designated physician. This regulation became effective January 1, 1943.

3. Legal Holidays

Employees are expected to report for work on legal holidays with the exception of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and such other days as may be designated by the Government as days on which state offices will be closed. When one of the legal holidays indicated above falls on Sunday, the following business day will be considered as a holiday for employees. The Chancellor, when it becomes necessary, may with the approval of the State Civil Service Director request some or all employees to report for work on any legal holiday, provided that equivalent time off is given.

RAYMOND NICHOLS
Executive Secretary