

UNIVERSITY OF KANSAS

Office of the Chancellor

January 28, 1944

TO HEADS OF DEPARTMENTS:

For the use of your office I am sending two new Civil Service forms - Application for Overtime Credit and Report of Leave Taken. The following suggestions are made for use of these forms:

1. Application for Overtime Credit.

This form is to be used to request overtime credit anytime a member of your Civil Service staff works on a legal holiday during which the University remains open. (Civil Service Rule 10.2).

Requests for overtime credit should be filed with the Business Office immediately following the holiday concerned. You will note that as many as seven names can be listed on one form. Requests must be filed on time and an overtime leave will not be subsequently allowed if not substantiated by a request on file.

At the present time the University allows credit only for work on legal holidays when the University offices remain open.

Overtime work on New Year's Day, 1944 may be reported now.

2. Report of Leave Taken.

This form is to be used at the end of the month to report to the Business Office any leave taken under the Civil Service regulations for vacations, sickness, overtime or, absence without pay. A copy is required for each Civil Service employee who has taken time off with or without pay during the month.

Since these data must, under the law, appear on the monthly payroll, the reports must be in the Business Office not later than the last day of the month or in case the end of the month is on Sunday, on the day following.

For each type of leave taken the report should show the total number of days taken and should give the dates of the days taken off, such as: 7th - 10th inclusive.

Additional copies of these forms may be secured from the Business Office.

Your cooperation in the use of these new forms will facilitate the work of the Business Office in getting out the monthly payroll.

Sincerely yours,

RAYMOND NICHOLS  
Executive Secretary