



K A N S A S

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DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL SERVICES

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MEMORANDUM

TO: HR Directors
FROM: Shared Leave Committee
DATE: July 21, 2004
SUBJECT: Shared Leave Form and Procedure

Thank you for providing comments on the Shared Leave form and the proposed regulation changes. Many of the suggestions we received have been incorporated into the revised Shared Leave Request form. To view the form, please go to <http://da.state.ks.us/ps/subject/sharedlv.htm>. If you will be using the Committee to review your agency's shared leave requests, you should begin using this form on August 1, 2004.

Beginning August 1, 2004, the Cabinet agencies must begin submitting Shared Leave requests to DPS for review and determination by the Committee. While other agencies and Regents institutions are not required to submit their requests to the Committee until the revised regulations are approved, we welcome and encourage all agencies to use the Shared Leave Committee for the Shared Leave Approval Process.

You will be able to find this new form on the DPS website, along with the current Shared Leave Request form. We will be leaving the current Shared Leave Request form on the DPS website for use by those agencies that will not be using the Committee to decide shared leave requests. The new form can quickly be identified by the term "**Committee**" in the upper right-hand corner of the first page of the form.

We also made several changes to the proposed regulations based on the comments we received. To view the updated version of K.A.R. 1-9-23, please go to <http://da.state.ks.us/ps/subject/arc/memos/kar1923.pdf>. New language is in **bold** print.

The Committee will meet every Wednesday, beginning Aug 4, 2004. Our expectation is to review, make a determination on each request, and notify the submitting agency of the decision no later than the next day. Prior to the Committee receiving the request form, the employee name and submitting agency will be removed. Committee decisions will be based solely on the qualifying information provided on the request form. In order to assist with a timely and accurate determination, we ask that the agency HR offices assist the employee in preparing a complete and legible application.

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This change in process is the result of the comments expressed at the HR meetings about wanting more consistency and having Shared Leave used for its original intent. A committee of your peers spent a great deal of time in trying to revise the process and still meet the needs of the agencies. As with any new process, there may be slight changes as we go.

Thank you for your participation and help in this new process.

JER:hr