

Sick Leave Accrual

Paid sick leave is granted to an employee only for the necessary absence from duty because of personal or family illness, injury, or other medical related situations. Sick leave cannot be granted until after it has been accrued. Employees requesting sick leave must notify their supervisor as soon as possible. More information on the use of accrued sick leave can be found within the University Support Staff and the Faculty and Unclassified Staff handbooks.

The rate of sick leave accrual is the same for University Support Staff (USS) and Unclassified Professional Staff (UPS). However, the rate of accrual differs between Non-Exempt and Exempt staff.

Non-Exempt Staff

Hours in Pay Status Per Pay Period	Sick Leave Hours Earned Per Pay Period
0.00 – 7.00	0.00
7.25 – 15.00	0.40
15.25 – 23.00	0.80
23.25 – 31.00	1.20
31.25 – 39.00	1.60
39.25 – 47.00	2.00
47.25 – 55.00	2.40
55.25 – 63.00	2.80
63.25 – 71.00	3.20
71.25 – 79.00	3.60
79.25 +	3.70

Exempt Staff

Appointment FTE	Sick Leave Hours Earned Per Pay Period
0.00 – 0.49	0.00
0.50	1.85
0.60	2.22
0.75	2.78
0.85	3.15
1.00	3.70

Sick Leave Accrual for Exempt Staff is calculated on employee's Full-Time Equivalent (FTE). A full-time (1.00 FTE) employee earns 3.70 hours per pay period. Employees with less than 1.00 FTE earn sick leave at a rate equivalent to the FTE percentage. No sick leave will be earned for employees at a 0.49 FTE or lower.

Sick leave is accumulated on an unlimited basis. Unused sick leave is forfeited when employment is terminated, however, it will be restored should the employee be reemployed by the University and/or the State within one year of termination.

An employee who is retiring (or who separates from service and is retirement eligible) may be paid for a portion of unused accumulated sick leave based on length of service and sick leave balance at the time of retirement.
(See Kansas State Statute 75-5517)

Sick Leave Payment at Retirement

Years of Service	Hours Accumulated	Maximum Hours Paid
8	800	240
15	1000	360
25	1200	480