

**Human Resources and Equal Opportunity
The University of Kansas, Lawrence Campus
Clarification for Leave Reporting for Salaried Administrators**

Securing supervisory signatures on individual timesheets to report leave taken for salaried Deans, Chairpersons, Directors, and Assistant or Associate Vice Provosts may not always be practical. Regardless, if such salaried employees are not at work, they should account for those hours as sick leave or vacation leave in half or full day increments. By way of documentation, salaried staff should send an email to their supervisors when requesting vacation leave or for a planned use of sick leave or confirmation after unplanned sick leave is taken.

Upon receiving supervisory approval, a copy of the approval may be provided to the departmental timekeeper, along with the timesheet (or with an email reporting leave to be taken). For unplanned sick leave the supervisor may be notified at the time of the illness or upon the return of the salaried employee. Persons appointed to these administrative positions are expected to act responsibly and serve as models to campus when reporting leave taken. If problems exist with leave usage or reporting, the direct supervisor may impose more stringent authorization for leave approvals.

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