

**Leave Accruals for Exempt Employees  
While in Leave Without Pay  
SBAR**

**Situation:**

It was recently discovered that Wichita State University’s (University) leave accrual practice for exempt employees, including faculty, while in leave without pay is not consistent with Kansas Board of Regents (KBOR) policy. This does not affect non-exempt employees because leave accruals are based on hours worked during pay period.

**Background:**

KBOR Policy Manual for Sick Leave states “No sick leave shall be awarded for periods when unclassified employees are on leave without pay.” KBOR HR teams and the KBOR HR liaison clarified that leave without pay is interpreted as any pay period in which an exempt employee does not receive any pay. This specifically applies to 9/10 month faculty who do not have a summer appointment, including those who are receiving pay during the summer months because they have opted for salary spread.

KBOR Policy Manual for Vacation Leave does not contain the same provision related to leave without pay. KBOR HR teams clarified that they mirror the vacation leave accrual practice after the sick leave accrual practice. The Assessment shows that this impacts very few employees because 9/10 month faculty do not accrue vacation leave.

**Assessment:**

Data from FY20 was analyzed to determine the number of employees by classification, the total hours accrued during pay periods in which employees did not receive any pay, and the average accrual per employee. Below is a summary by employee classification:

<b>Employee Classification</b>	<b># of Employees Impacted</b>	<b>Average Sick Leave Accrual per Employee</b>	<b>Average Vacation Accrual per Employee</b>
Faculty	487	24.5	N/A
Unclass Prof Exempt	9	7.0	12.8
Unclass Prof Academic Year	8	17.6	32.2
<b>Total</b>	<b>156</b>		

**Recommendation:**

In order to align with KBOR Policy as well as the other KBOR schools, it is recommended that exempt employees do not accrue sick leave and vacation leave during any pay period in which they are not receiving pay. It is recommended that this change is implemented as soon as practicable after communication is able to occur, preferably with the pay period that begins on 11/1/20. For most faculty, this will have very little or no impact until summer 2021.