

10/07/09

I, the undersigned employee, understand and agree that any amount of leave that I use as advanced leave pursuant to the State of Kansas Leave Advancement policy authorized by Executive Order 09 – 08 and administered in accordance with Personnel Bulletin 09-05 will be deducted from the sick and vacation leave that I accrue as an employee of the State of Kansas pursuant to K.A.R. 1-9-4 and 1-9-5, beginning with the first pay period following the pay period in which I use advanced leave, until such time as the total amount of hours that I used as advanced leave have been deducted from the sick and vacation leave that I accrue.

I further understand and agree that should I separate from State service before I have accrued sufficient leave to equal the total amount of hours that I used as advanced leave, the dollar amount of the remaining balance of hours that were not deducted from the leave that I was to accrue will be deducted as a lump sum from the last paycheck that I am scheduled to receive from the State of Kansas, for my current term of employment

as a _____
(Job Title)

with Wichita State University I agree to pay to the State of Kansas, as liquidated damages, an amount equal to the dollar value of any advanced leave that I received that was not recovered prior to my separation from employment with the State of Kansas.

Employee Name (Printed)

Date

Employee Signature

Date

Director of Human Resources Signature

Date