

General Manual
Title 360 - Personnel

Part 415 - Leave
Subpart A - General

KS415.2 Policy

D. Advancing Annual Leave

- (4) Supervisors may approve the advancement of annual leave up to five days, but cannot exceed the actual amount that will accrue to the employee during the remainder of the current leave year.

L. Leave Without Pay (LWOP)

- (8) LWOP not to exceed five days may be approved by supervisors. Requests for LWOP in excess of five days should be submitted in writing to the state conservationist for consideration. Before extended LWOP (exceeding 30 days' duration) is approved, there will be a commitment made by the employee that he/she intends to return to duty.

O. Court Leave/Witness Service

- (8) Witness service:
 - (i) Official capacity: The state administrative officer (SAO) is delegated the authority to approve court leave.
 - (ii) Nonofficial capacity: The SAO is delegated the authority to approve court leave.
- (9) Employees called to serve on jury duty, by either a state or federal court, are to accept the daily stipend that is offered by the court. Upon returning to his/her duty station, the employee will write a personal check equal to the amount of the stipend. The check will be made payable to "USDA-NRCS" and forwarded to the Administrative Staff in the state office to the attention of the "Collections Officer."

Employees that decline the stipend payment offered by the court are to reimburse the federal government for the amount of the stipend unless the employee has scheduled himself/herself for annual leave on the days serving as a juror.

Mileage paid by the court is to be retained by the employee.

Q. Compensatory Time Off

- (4) For additional guidance on compensatory time, see Section KS427.5, Managing Compensatory Time.

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KS415.2 Policy (continued)

R. Military Leave

- (6) The SAO is delegated the authority to approve military leave.