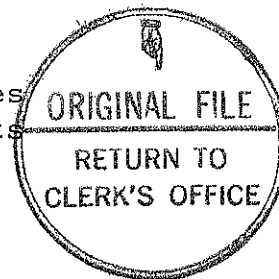


IN THE SUPREME COURT OF THE STATE OF KANSAS

OFFICE OF JUDICIAL ADMINISTRATOR

Re: Appointment of Administrative Judges  
in Multiple-district-judge Districts



Administrative Order No. 5

Effective December 31, 1977, the appointments of all administrative judges in multiple-district-judge districts shall expire, and new appointments shall be made for two-year terms commencing January 1, 1978, and each even-numbered year thereafter.

Previous to the expiration of their appointments, incumbent administrative judges are requested to express to the departmental justice on or before December 1st their desire to be retained as administrative judges or to be relieved of that position.

All judges within the district may also make recommendations to the departmental justice relative to the appointment of administrative judge in their district. All correspondence relating to this matter shall be considered confidential.

BY ORDER OF THIS COURT this 19<sup>th</sup> day of October, 1977.

  
Alfred G. Schroeder, Chief Justice

**FILED**

LEWIS C. CARTER  
CLERK APPELLATE COURTS

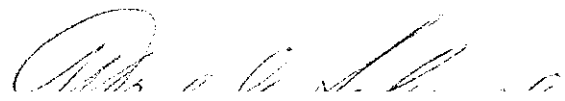
IN THE SUPREME COURT OF THE STATE OF KANSAS

ORDER DEFINING ANNUAL LEAVE POLICY  
FOR COURT PERSONNEL

It is the policy of this Court that annual leave may be taken by nonjudicial personnel of the courts during the calendar year 1978 without affecting the accrual rate set forth in Subsection 8.2 of the Rules Relating to the Kansas Court Personnel System. Vacations may be taken during 1978 as authorized by the supervisors of such personnel. In granting vacations, supervisors may be guided by the schedule set forth in said subsection.

Effective June 18, 1978, personnel shall commence to accrue annual leave for future years in accordance with the provisions of Subsection 8.2 of the Rules Relating to the Kansas Court Personnel System.

BY ORDER OF THE COURT This 10<sup>th</sup> day of May, 1978.

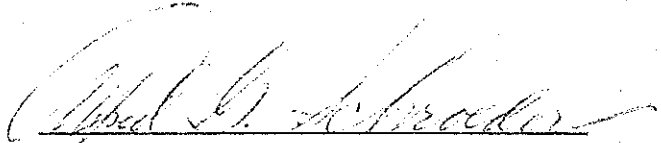


IN THE SUPREME COURT OF THE STATE OF KANSAS

Administrative Order Adopting  
Personnel Rules

The Rules Relating to the Kansas Court Personnel System attached hereto are hereby adopted pursuant to Laws of 1977, Chapter 296, Section 2, to be effective on and after June 18, 1978.

BY ORDER OF THE SUPREME COURT this 12th day of  
January, 1978.

  
Alfred G. Schroeder,  
Chief Justice

FILED

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LEWIS C. CARTER  
CLERK APPELLATE COURTS

IN THE SUPREME COURT OF THE STATE OF KANSAS

ORDER AMENDING RULES RELATING TO  
THE KANSAS COURT PERSONNEL SYSTEM

Subsection 1.4 of the Rules Relating to the Kansas Court Personnel System is hereby amended by changing the definition of the term Continuous Service to read as follows:

"Continuous Service - Service which is unbroken or which has been interrupted by periods of one year or less and an appropriate administrative authority has determined that the service is to be deemed continuous."

Subsection 8.2 of the Rules Relating to the Kansas Court Personnel System is hereby amended to read as follows:

"8.2 Annual Leave

Annual leave will be earned by all full-time and permanent part-time employees from the date of their initial employment. Leave will be accrued as follows:

<u>Period of Employment</u>	<u>Annual Leave in Working Days</u>	<u>Accrual Rate</u>
Less than five years	12 days	1 day/month
Five to ten years	15 days	1.25 days/month
Ten to fifteen	18 days	1.5 days/month
Fifteen to twenty	21 days	1.75 days/month
More than twenty	24 days	2 days/month

Leave for permanent part-time employees will be accrued proportionately to hours worked.

Annual leave may be accrued up to a maximum of 24 working days. Previous service with state agencies and state courts will be used in compiling years of service for annual leave accrual purposes."

Subsection 8.3 of the Rules Relating to the Kansas Court Personnel System is hereby amended to read as follows:

"8.3 Sick Leave

Sick leave will be earned by all full-time and permanent part-time employees at the rate of 12 days per year from the date of initial employment. In the case of permanent part-time employees, leave will be accrued in proportion to hours worked.

"Sick leave may be accrued without limit.

Maternity leave will be granted as sick leave.

Once sick leave is exhausted, annual leave or leave without pay may be granted at the discretion of the administrative authority.

For the purpose of computing sick leave balances available to an employee as of the effective date of these rules, each employee will be credited with six days of sick leave per year of continuous service with any state court or state agency."

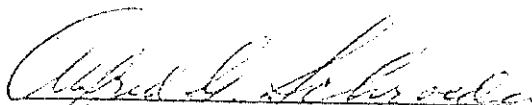
Subsection 8.8 of the Rules Relating to the Kansas Court Personnel System is hereby amended to read as follows:

"8.8 Transfer of Leave

Persons hired by the unified court system after June 18, 1978, who have been previously employed by state agencies or state courts shall be credited with accrued annual and sick leave which is documented in the records of the former employer."

The Judicial Administrator is directed to supervise the preparation of new pages of the personnel manual to reflect the changes authorized by this order and to distribute the same for inclusion in copies of the manual.

BY ORDER OF THE COURT This 10<sup>th</sup> day of May, 1978.

  
ALFRED G. SCHROEDER  
CHIEF JUSTICE