

August 15, 2014

To: All University Employees
From: Cindy Bontrager, Vice President for Administration and Finance
Re: Schedule of Designated Holidays/Reduced University Activity During the December 2014/January 2015 Holiday Schedule



Following is the schedule of State designated holidays for calendar years 2014/2015 and information pertaining to reduced University activity during the December 2014/January 2015 holiday break:

Holidays for State Employees	
Calendar Year 2014:	
New Year's Day	Wednesday, January 1, 2014
Martin Luther King, Jr. Day	Monday, January 20, 2014
Memorial Day	Monday, May 26, 2014
Independence Day	Friday, July 4, 2014
Labor Day	Monday, September 1, 2014
Veterans Day (not a University holiday)	Tuesday, November 11, 2014
Thanksgiving Day	Thursday, November 27, 2014 Friday, November 28, 2014
Christmas	Wednesday, December 24 (1/2 day) Thursday, December 25, 2014 Friday, December 26, 2014
Discretionary Day	May be used starting 12/22/13 through 12/20/14 (however, for most employees, Friday, 12/19/14)
Calendar Year 2015:	
New Year's Day	Thursday, January 1, 2015
Martin Luther King, Jr. Day	Monday, January 19, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015
Labor Day	Monday, September 7, 2015
Veterans Day (not a University holiday)	Wednesday, November 11, 2015
Thanksgiving Day	Thursday, November 26, 2015 Friday, November 27, 2015
Christmas	Thursday, December 24, 2015 Friday, December 25, 2015
Discretionary Day	May be used starting 12/21/14 through 12/19/15 (however, for most employees, Friday, 12/18/15)

Note: To be eligible for a discretionary day, an employee must be in a benefit-eligible position and have been employed by the State of Kansas for at least six months. The discretionary day must be taken with prior approval of the employee's supervisor or department head.

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The University will remain open on Veterans Day, Tuesday, November 11, 2014; scheduled classes will be in session. Only those employees required to conduct necessary business should be requested to work. Non-exempt employees who work shall be compensated at one and one-half times (of either compensatory time or pay). Exempt staff who work will be afforded equivalent time off at a later date. All other holidays listed apply to University employees and all University buildings and offices are scheduled to be closed.

Reduced University Activity
During the December 2014/January 2015 Holiday Season

The University will reduce activity Wednesday, December 24, 2014 through Friday, January 2, 2015, and will re-open for normal operation on Monday, January 5, 2015. Normal workdays affected will be December 24, 26, 29, 30, 31, 2014 and January 2, 2015. The University will close during this period.

The University Police Department will keep a normal schedule. Other areas such as Hale Library, Division of Facilities, Information Technology Services, the Office of Research and Sponsored Programs and the K-State Student Union will provide basic services required to support the University's teaching, research and service missions.

Additional information regarding the period of reduced activity, including guidelines for leave utilization and plans for mail delivery, will be distributed in early November. Please let us know if you have any questions or comments.