

K-STATE EMPLOYEE HOLIDAYS

A few things to keep in mind:

- The university will remain open Nov. 11 on Veterans Day because it conflicts with scheduled classes. Only those employees required to conduct necessary business should be asked to work. Classified employees and unclassified non-exempt employees who work shall be compensated at one and one-half times (either compensatory time or pay). Unclassified (non-teaching) exempt staff who work will be afforded equivalent time off at a later date.
- All other holidays apply to both faculty and staff, and most university buildings and offices are scheduled to be closed.
- For the winter holiday season, the university will reduce activity at the close of business on Friday, Dec. 23, and will reopen Tuesday, Jan. 3, 2012. Because Monday, Dec. 26, and Monday, Jan. 2, 2012, are state holidays, the only normal workdays affected are Dec. 27-30. The university will be closed.
- Discretionary days are for benefit-eligible employees who have been with the State of Kansas for at least six months. You must have prior approval from your supervisor or department head.

2011 Calendar Year

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| Labor Day | Monday, Sept. 5 |
| Veterans Day | Friday, Nov. 11 <small>(not a university holiday)</small> |
| Thanksgiving Day | Thursday, Nov. 24 Friday, Nov. 25 |
| Christmas | Monday, Dec. 26 |
| Discretionary Day | May be used through Dec. 24, but for most employees it's Dec. 23 |

2012 Calendar Year

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| New Year's Day | Monday, Jan. 2 |
| Martin Luther King Day | Monday, Jan 16 |
| Memorial Day | Monday, May 28 |
| Independence Day | Wednesday, July 4 |
| Labor Day | Monday, Sept. 3 |
| Veterans Day | Monday, Nov. 12 <small>(not a university holiday)</small> |
| Thanksgiving Day | Thursday, Nov. 22 Friday, Nov. 23 |
| Christmas Eve | Monday, Dec. 24 |
| Christmas | Tuesday, Dec. 25 |
| Discretionary Day | May be used between Dec. 25, 2011, and Dec. 22, 2012, but for most employees it's Friday, Dec. 21. |