K-STATE EMPLOYEE HOLIDAYS

A few things to keep in mind:

- The university will remain open on Veterans Day, Tuesday, Nov. 11, 2014; scheduled classes will be in session. Only those employees required to conduct necessary business should be requested to work. University Support Staff (USS) and unclassified nonexempt employees who do work shall be compensated at one and one-half times (of either compensatory time or pay). Unclassified (nonteaching) exempt staff and USS who work will be afforded equivalent time off at a later date.

- All other holidays listed apply to both faculty and staff, and all university buildings and offices are scheduled to be closed.

- For the winter holiday season the university will reduce activity from the close of business on Tuesday, Dec. 23, 2014, through Friday, Jan. 2, 2015, and will reopen for normal operation on Monday, Jan. 5, 2015. Since Wednesday afternoon, Dec. 24, Thursday, Dec. 25, Friday, Dec. 26, 2014, and Thursday, Jan. 1, 2015, are state holidays, the only normal workdays affected will be Dec. 24 morning (four hours), 29, 30 and 31, 2014, and Jan. 2, 2015. The university will close during this period.

- 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.

- The K-State 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.

### 2014 Calendar Year

- **New Year’s Day**: Wednesday, Jan. 1
- **Martin Luther King Jr. Day**: Monday, Jan. 20
- **Memorial Day**: Monday, May 26
- **Independence Day**: Friday, July 4
- **Labor Day**: Monday, Sept. 1
- **Veterans Day (not a university holiday)**: Tuesday, Nov. 11
- **Thanksgiving Day**: Thursday, Nov. 27, Friday, Nov. 28
- **Christmas**: Wednesday, Dec. 24 (half day), Thursday, Dec. 25, Friday, Dec. 26
- **Discretionary Day**: May be used starting Dec. 23, 2013 through Dec. 20, 2014 (however, for most employees, Dec. 19, 2014)

### 2015 Calendar Year

- **New Year’s Day**: Thursday, Jan. 1
- **Martin Luther King Jr. Day**: Monday, Jan. 19
- **Memorial Day**: Monday, May 25
- **Independence Day**: Friday, July 3
- **Labor Day**: Monday, Sept. 7
- **Veterans Day (not a university holiday)**: Wednesday, Nov. 11
- **Thanksgiving Day**: Thursday, Nov 26, Friday, Nov. 27
- **Christmas**: Thursday, Dec. 24, Friday, Dec. 25
- **Discretionary Day**: May be used starting Dec. 12, 2014 through Dec. 19, 2015 (however, for most employees, Dec. 18, 2015)

KANSAS STATE UNIVERSITY