November 17, 2014

TO: Deans, Directors and Department Heads
FR: Cindy Bontrager
     Vice President for Administration and Finance

RE: Plans for Reducing Normal University Activity for the 2014/2015 Holiday Season

During the 2014/2015 Holiday Season, the University will close its normal operations from Wednesday, December 24, 2014, through Friday, January 2, 2015, and will reopen for business on Monday, January 5, 2015. Following is further information pertaining to this period of reduced university activity. Please share this information with your employees.

USE OF LEAVE

Officially observed state holidays during the holiday period are Wednesday, December 24, 2014 (four hours), Thursday, December 25, 2014, Friday, December 26, 2014 and Thursday, January 1, 2015. The normal workdays affected during this period of campus closing are December 24 – half day, 29, 30, 31, 2014 and January 2, 2015.

University Support Staff (USS) and unclassified non-exempt employees not required to work during this period may use a combination of the following types of leave:

(a) 1-1/2 days of holiday time earned for working the Veterans Day holiday
(b) calendar year 2015 discretionary holiday, or
(c) accumulated vacation or compensatory time

If no leave is available, or if the employee prefers, he/she may use leave without pay with supervisor’s approval.

Twelve-month unclassified exempt employees who do not perform their duties during this period may use vacation, 2015 discretionary holiday, equivalent time earned for working the Veterans Day Holiday or leave without pay.

Questions about USS and unclassified employee leave should be directed to the Division of Human Capital Services at 532-6277.

PAYROLL PROCESSING

The Division of Human Capital Services will be closed during the holiday break (December 24, 2014, through January 2, 2015). Departments will be required to enter and correct time and leave data and update payroll funding in HRIS for the pay period ending January 3, 2015 by 5:00 P.M. on Monday, January 5, 2015.
TERM GRADES

Faculty/staff should refer to http://www.k-state.edu/isis/faq/faqGrading.html. Term grades for the Fall 2014 term are due in KSOL and/or Canvas by 11 a.m. and in iSIS by noon/12 p.m. on December 23, 2014. Students will be able to view term grades in iSIS on December 24, 2014 beginning at 8:00 a.m.

OFFICES PROVIDING SERVICES DURING HOLIDAY PERIOD

Facilities: Limited services will be available during the days that are not State holidays (December 29, 30, 31, 2014 and January 2, 2015). The service desk (532-6389) will be open from 8:00 am to 5:00 pm. For emergency service, please call 532-6389. E-mail your request to FaCCustomerService@ksu.edu or fax requests to 532-1711.

Hale Library: http://www.lib.k-state.edu/hale-hours

Information Technology Services: http://www.k-state.edu/its/helpdesk/

K-State Union: http://union.k-state.edu/hours

Lafene Health Center: http://www.k-state.edu/lafene/hours.html

University Police: Essential services will be provided during the entire holiday period.

Vice President for Research: PreAward Services and the Office of Research and Sponsored Programs plan to be closed during the holiday break. If you find that you will have a proposal submission deadline during this period and are unable to finalize the required materials to submit on or before December 23, 2014, you are asked to contact PreAward Services at (785) 532-6804 or the Office of Research and Sponsored Programs at (785) 532-6195 prior to December 21, 2014. Arrangements can be made to have adequate staffing available to meet your proposal submission needs. Phone messages left at either number during this period will be monitored. Email messages may be sent to plowe@ksu.edu.

The University Research Compliance Office, the National Agricultural Biosecurity Center, the Electronics Design Laboratory, the Biotechnology Core facility and the BRI will be closed only on the official University holidays, December 24 – 26 and Thursday, January 1, 2015. They will remain open on December 29, 30, 31, 2014 and January 2, 2015.

HOLIDAY MAIL SERVICE

Federal Mail Delivery by Facilities Central Mail Services - To ensure continued delivery of Federal mail to your building, the Mail Delivery Requirements form must be completed and returned to Central Mail Services by Friday, December 5th (http://www.k-state.edu/facilities/cms/Mail%20Delivery%20Req.pdf). Before completing the form, please coordinate with all departments housed in your building to determine if the building will remain open during the holiday closing. In previous years, Central Mail has received conflicting information for a building; i.e. one department reporting the building would be open, another department in the same building saying it would be closed. If notification has not been received, mail will be stored at Central Mail Services and delivered by campus carriers on Monday, January 5, 2015. Mail sorting and delivery within the building is the responsibility of the building users.
Central Mail Services – Normal operations will be conducted through 5:00 pm, Tuesday, December 23, 2014. All outgoing mail will be collected, processed and dispatched to the USPS, UPS and FedEx by the end of the business day. No building pickup or delivery service will be available from Wednesday, December 24, 2014, through Friday, January 2, 2015. The mail distribution center will be open on Wednesday, December 24th from 8:00am until 11:00 am for those departments needing to get mail processed and dispatched to the USPS, UPS and FedEx that day. Normal operations resume on Monday, January 5, 2015. Department representatives can stop by the Mail Distribution Center north of Dykstra Hall from 11:00 a.m. to 12:00 noon on December 29, 30, 31, 2014 and January 2, 2015, to pick up campus mail and/or drop off metered mail. Departments wishing to receive Federal mail delivered to Central Mail Services, but are located in a building that will be “closed” during the holiday break, must fill out the lower portion of the "mail delivery requirements form" and return it by Friday, December 5, 2014.

PLEASE NOTE: When a Federal mail building bag or tub is taken, it must be kept locked up in your department at all times. On January 5, 2015, when the normal work schedule resumes, the responsible department/individual is to sort and distribute the remaining Federal mail to the appropriate department(s).

There will be no mail pickup or delivery by campus carriers during the holiday period; therefore, any mail sent by campus mail on Tuesday, December 23, 2014, will not be delivered until Monday, January 5, 2015.

Contract Post Office - No counter service will be available in Dykstra Hall from noon on Wednesday, December 24, 2014, through Friday, January 2, 2015. Normal schedule will resume on Monday, January 5, 2015.

If you have any questions about the holiday mail service, please contact Loleta Sump, Director, Facilities Customer Service, at 532-1718 or Jay Henning, Central Mail Manager, at 532-7751.

Thank you for your cooperation. Please contact me at cah@ksu.edu or 2-6226, with any questions or comments you would like to share. Have a wonderful holiday season!