

MEMORANDUM

TO: Kansas State University employees

FROM: Cindy Bontrager, Vice President for Administration and Finance
Jay Stephens, Vice President for Human Capital Services

DATE: December 6, 2018

RE: Plans for reducing normal university activity for the 2018-2019 holiday season

During the 2018-2019 holiday season, the university will close its normal operations from Monday, December 24, 2018, through Tuesday, January 1, 2019, and will reopen for normal operation on Wednesday, January 2, 2019. The following information pertains to this period of reduced university activity.

USE OF LEAVE

Officially observed state holidays during the holiday period are December 24 and 25, 2018, and January 1, 2019. The normal workdays affected during this period of campus closure are December 26, 27, 28 and 31.

Benefits-eligible employees not required to perform their duties during this period may use a combination of the following types of leave, if available:

- calendar year 2018 discretionary day (must be used by December 29, 2018),
- calendar year 2019 discretionary holiday (available December 30, 2018),
- vacation leave,
- compensatory leave,
- holiday compensatory leave, or
- leave without pay with supervisor approval.

Questions about employee leave should be directed to Human Capital Services at 785-532-6277.

PAYROLL PROCESSING

Human Capital Services will be closed during the holiday break. Monday, December 31 is the final day to enter time and leave and payroll funding for pay period December 16-29, 2018. Preliminary pay calculations will run at 10 a.m. on Wednesday, January 2, 2019. Only late time and leave and corrections will be allowed prior to this preliminary pay calculation.

TERM GRADES

Faculty/staff should refer to <http://www.k-state.edu/ksis/faqs/faqGrading.html>. All term grades for Fall 2018 are due in KSIS by 5 p.m. on Tuesday, December 18, 2018. Students will be able to view term grades in KSIS on Wednesday, December 19, 2018 at 8 a.m.

OFFICES PROVIDING SERVICES DURING THE HOLIDAY PERIOD

Facilities: Limited services will be available December 26, 27, 28 and 31, 2018. The service desk will be open from 8 a.m. to 5 p.m. For emergency service, please call 785-532-6389. Requests may be emailed to FacCustomerService@ksu.edu or faxed to 785-532-1711.

K-State Libraries: <http://www.k-state.edu/hale/>

Information Technology Services: <http://www.k-state.edu/its/helpdesk/hours.html>

K-State Student 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: The following offices will be closed during the holiday break: Office of the Vice President for Research, Office of Research Development*, PreAward Services* and Biotechnology Core Laboratory**.

*If you have a proposal submission deadline during this period and are unable to finalize the required materials to submit on or before December 19, 2018, contact PreAward Services at 785-532-6804 or the Office of Research Development at 785-532-6195 prior to December 17, 2018. 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. Emails may be sent to Dr. Beth Montelone at bethmont@ksu.edu or Paul Lowe at plowe@ksu.edu.

**The Biotechnology Core Laboratory will be monitoring email if you need to place orders for oligonucleotides during this time.

The following offices will remain open during the holiday break except for on officially observed state holidays: Biosecurity Research Institute, Comparative Medicine Group, Electronics Design Laboratory, Kansas State University Research Foundation, National Agricultural Biosecurity Center, and University Research Compliance Office. Offices may have limited staff during the holiday break.

HOLIDAY MAIL SERVICE

Mail Delivery by Facilities Central Mail Services: To ensure continued delivery of mail to your building, the Mail Delivery Requirements form (see page 4) must be completed and returned to Central Mail Services by Friday, December 14, 2018. Before completing the form, please coordinate with all departments housed in your building to determine if the building will remain open during the holiday break. Mail will be stored at Central Mail Services and delivered by campus carriers on January 2, 2019. Mail sorting and delivery within the building is the responsibility of the building users.

Central Mail Services: Normal operations will be conducted until 5 p.m. on December 21, 2018. All outgoing mail will be collected, processed and dispatched to USPS, UPS, FedEx and DHL by the end of the business day. No building pickup or delivery service will be available from December 26-31, 2018. Normal operations resume on January 2, 2019. Department representatives can stop by Central Mail Services, 127 Dykstra Hall,

from 11 a.m. to noon December 26, 27, 28 and 31 to pick up campus mail and/or to drop off metered mail. Departments that wish to pick up mail must fill out the lower portion of the Mail Delivery Requirements form and return it by December 14, 2018.

Please note: When building mail is taken, it must be kept locked up in a department at all times. On January 2, 2019, the responsible department/individual is to sort and distribute the remaining 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 December 21, 2018, will not be delivered until January 2, 2019.

Contract Postal Unit: No counter service will be available at the Contract Postal Unit, 113 Dykstra Hall, beginning December 26, 2018. Normal schedule will resume on January 2, 2019.

If you have any questions about holiday mail service, please contact Loleta Sump, Director Facilities Customer Service, at 785-532-1718; Anne Murphy, Support Services Manager, at 785-532-1735; or Bridgett Henry, Custodial Mail Operations Supervisor, at 785-532-7751.

Thank you for your cooperation. Have a wonderful holiday season!

**MAIL DELIVERY REQUIREMENTS DURING HOLIDAY PERIOD
DECEMBER 26-31, 2018**

Please complete and return to Bridgett Henry, Central Mail Services, 127 Dykstra Hall, by Friday December 14, 2018.

There will be no mail pickup or delivery by campus carriers during the holiday period, December 26-31, 2018. Department designees can stop by Central Mail Services to pick up building mail. Mail will be delivered on January 2, 2019 during normal route times.

Will your building remain open during holiday period December 26-31, 2018?

Yes _____ No _____

IF YES:

Building Name _____

Department(s) _____
(List departments housed in building.)

Signature(s) _____
(Signatures of Department Head(s) of departments in building.)

Will mail be held at Central Mail to be delivered on January 2, 2019 or picked up by designee(s)?

Held _____ Pick Up _____

If mail will be picked up by designee(s); please fill out the bottom portion of this page.

CENTRAL MAIL SERVICES

Please provide the names of employees who will be responsible for picking up all departmental mail for your building, which we are responsible for holding during this holiday period. Hours of pick-up are **11 a.m. to noon on December 26-31, 2018**. Please remember, if you sign up for your mail to be held and then decide to pick it up, you will be required to take all of the building mail.

Dept. Head Signature _____ Date _____

Department _____

Mail Pick up Designees

_____	_____
_____	_____
_____	_____