

**MEMORANDUM**

**TO:** Kansas State University employees

**FROM:** Cindy Bontrager, Vice President and Chief Operating Officer  
Jay Stephens, Vice President for Human Capital Services

**DATE:** December 17, 2019

**RE:** Plans for reducing normal university activity for the 2019-2020 holiday season

During the 2019-2020 holiday season, the university will close its normal operations from Wednesday, December 25, 2019, through Wednesday, January 1, 2020, and will reopen for normal operation on Thursday, January 2, 2020. The following information pertains to this period of reduced university activity.

**USE OF LEAVE**

Officially observed state holidays during the holiday period are December 25, 2019, and January 1, 2020. Please note: December 24, 2019 is **not** designated as a state holiday. The normal workdays affected during this period of campus closure are December 26, 27, 30 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 2019 discretionary day (must be used by December 28, 2019),
- calendar year 2020 discretionary day (available December 29, 2019),
- 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 30, 2019 is the final day to enter time and leave and payroll funding for pay period December 15-28, 2019. Preliminary pay calculations will run at 10 a.m. on Tuesday, December 31, 2019.

**TERM GRADES**

Faculty/staff should refer to <http://www.k-state.edu/ksis/faqs/faqGrading.html>. All term grades for Fall 2019 are due in KSIS by 5 p.m. on Monday, December 23, 2019. Students will be able to view term grades in KSIS on Tuesday, December 24, 2019 at 8 a.m.

## **SERVICES DURING THE HOLIDAY PERIOD**

**Facilities:** Limited services will be available December 26, 27, 30 and 31, 2019. In the event of an emergency, contact the K-State Police Department at 785-532-6412. On-call technicians will be notified to respond to the emergency. Non-emergency requests may be emailed to [FacCustomerService@ksu.edu](mailto:FacCustomerService@ksu.edu) or submitted via the electronic service request, which can be found at <https://www.k-state.edu/facilities>.

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

**Lafene Health Center:** Lafene will close at noon on December 24, 2019 and reopen on January 2, 2020.

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

**K-State Student Union:** <http://union.k-state.edu/hours>

**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 20, 2019, contact PreAward Services at 785-532-6804 or the Office of Research Development at 785-532-6195 prior to December 18, 2019. 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](mailto:bethmont@ksu.edu) or Paul Lowe at [plowe@ksu.edu](mailto: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 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 6, 2019. 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 Thursday, January 2, 2020. Mail sorting and delivery within the building is the responsibility of the building users.

**Central Mail Services:** Normal operations will be conducted until 2 p.m. on December 24, 2019. 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, 2019. Normal operations

resume on January 2, 2020. Department representatives can stop by Central Mail Services, 127 Dykstra Hall, from 11 a.m. to noon December 27, 30 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 6, 2019.

Please note: When building mail is taken, it must be kept locked in a department at all times. On January 2, 2020, the responsible department/individual is to sort and distribute the remaining mail to the appropriate department(s).

No mail pickup or delivery by campus carriers will occur during the holiday period; therefore, any mail sent by campus mail on December 24, 2019, will not be delivered until January 2, 2020.

**Contract Postal Unit:** No counter service will be available at the Contract Postal Unit, 113 Dykstra Hall, beginning December 25, 2019. Normal schedule will resume on January 2, 2020.

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 25, 2019-JANUARY 1, 2020**

Please complete and return to Bridgett Henry, Central Mail Services, 127 Dykstra Hall, by Friday, December 6, 2019.

**No mail pickup or delivery by campus carriers will occur during the holiday period, December 25, 2019-January 1, 2020. Department designees may stop by Central Mail Services to pick up building mail. Mail will be delivered on January 2, 2020 during normal route times.**

Please signify how you would like mail for your building handled during the holiday period by circling the appropriate response below. If more than one department resides in your building, please collaborate with them and submit one form per building.

Hold all mail at Central Mail (will be delivered on January 2, 2020)    YES    NO

Mail will be picked up by designee(s)    YES    NO

Please provide the names of employees who will be responsible for picking up **ALL** mail for your building, which your department will be responsible for holding during this holiday period. Hours of pick-up are **11:00 a.m. to noon on December 27, 30, and 31, 2019.**

Mail Pick Up Designees

_____	_____
_____	_____
_____	_____

Dept. Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_