

MEMORANDUM

TO: Kansas State University employees

FROM: Cindy Bontrager, Vice President for University Operations-COO
Jay Stephens, Vice President for Human Capital Services

DATE: Nov. 19, 2020 Revised: Dec. 11, 2020

RE: Plans for reducing normal university activity for the 2020-2021 holiday season

During the 2020-2021 holiday season, the university will close its normal operations from Thursday, Dec. 24, through Friday, Jan. 1, 2021, and will reopen for normal operation on Monday, Jan. 4, 2021. The following information pertains to this period of reduced university activity.

USE OF LEAVE

Officially observed state holidays during the holiday period are Dec. 24 and 25, and Jan. 1, 2021. The normal workdays affected during this period of campus closure are Dec. 28, 29, 30 and 31.

The university is giving most exempt and non-exempt employees the week of Dec. 28-Jan. 1 off with pay, so employees will not have to use leave — whether vacation, compensatory, leave without pay, etc. — to cover this period. Excluded are nine-month employees, who are paid regardless during this time, and employees who chose this week for furlough days.

If qualified employees can't take the week of Dec. 28-31 because of work duties, they may take the week of Dec. 21-25 off with pay.

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, Dec. 28, is the final day to enter time and leave and payroll funding for the pay period Dec. 12-28. Preliminary pay calculations will run at 11 a.m. Tuesday, Dec. 29. All time and leave information needs to be completed prior to this preliminary pay calculation.

TERM GRADES

Faculty/staff should refer to k-state.edu/ksis/faqs/faqGrading.html. All term grades for fall 2020 are due in KSIS by 5 p.m. CST Tuesday, Dec. 15. Students will be able to view grades in KSIS on Wednesday, Dec. 16. Additional information is available via the [academic calendar](#).

SERVICES DURING THE HOLIDAY PERIOD

Facilities: Limited services will be available Dec. 28-31. 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@k-state.edu or submitted via the electronic service request, which can be found at k-state.edu/facilities.

K-State Libraries: lib.k-state.edu/hale-hours

Lafene Health Center: Lafene will close at 5 p.m. Wednesday, Dec. 23, and reopen on Monday, Jan. 4, 2021.

Information Technology Services: k-state.edu/its/helpdesk/hours.html

K-State Student Union: union.k-state.edu/news/2018/12/11/fall-and-winter-break-hours

The ID Center will be closed Nov. 23-25 and resume regular business hours Nov. 30-Dec. 11, and by appointment only from Dec. 13- Jan. 19, 2021. Customers can call 785-532-7333 to schedule a time.

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 Monday, Dec. 21, contact PreAward Services at research@k-state.edu or the Office of Research Development at ord@k-state.edu before Friday, Dec. 18. 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 also be sent to Beth Montelone at bethmont@k-state.edu or Paul Lowe at plowe@k-state.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 Innovation Partners, National Agricultural Biosecurity Center, and University Research Compliance Office. Offices may have limited staff during the holiday break.

BUILDING ACCESS

Buildings will be unlocked/locked on the same schedule as on record with Facilities Customer Service. We need to consider safety and security during the period when there is reduced physical presence in buildings following the end of the fall semester and through the start of the spring semester. If unit heads, deans and vice presidents choose to adjust the hours the buildings are open, please do so by completing the [Request for a Standing Building Order](#) by Friday, Nov. 20, and sending it to rooms@k-state.edu. If multiple units are in a building, unit heads should coordinate and submit one request for a change to building hours.

HOLIDAY MAIL SERVICE

Mail Delivery by Facilities Central Mail Services: Please complete the Mail Delivery Requirements form (below) and return it to Central Mail Services by Monday, Dec. 7, to let us know whether someone from your department will be picking up your departmental mail during the holiday break or if you want it to be held in

Central Mail Services. Mail held at Central Mail Services will be delivered to buildings by campus carriers on Monday, Jan. 4, 2021. 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. Wednesday, Dec. 23. 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 Dec. 24-31. Normal operations resume on Jan. 4, 2021. Department representatives can stop by Central Mail Services, 127 Dykstra Hall, from 11 a.m. to noon Dec. 28-31 to pick up campus mail and/or to drop off outgoing mail to be metered.

No mail pickup or delivery by campus carriers will occur during the holiday period; therefore, any mail sent by campus mail on Dec. 23 will not be delivered until Jan. 4, 2021.

Contract Postal Unit: The holiday hours for the Contract Postal Unit at 113 Dykstra Hall will be 11 a.m. to 2 p.m. Monday, Dec. 21, 2020, through Wednesday, Dec. 23. The Contract Postal Unit will close on Thursday, Dec. 24, and will reopen on Monday, Jan. 4, 2021.

If you have any questions about holiday mail service, please contact Loleta Sump, facilities customer service director, at 785-532-1718; Anne Murphy, support services manager, at 785-532-1735; or Bridgett Henry, Central Mail operations supervisor, at 785-532-7751.

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

**MAIL DELIVERY REQUIREMENTS DURING HOLIDAY PERIOD
DEC. 24-JAN. 1, 2021**

Please complete and return to Bridgett Henry, Central Mail Services, 127 Dykstra Hall, by Friday, Dec. 7.

No mail pickup or delivery by campus carriers will occur during the holiday period, Dec. 24-Jan. 1, 2021. Department designees may stop by Central Mail Services to pick up department mail and/or drop off metered mail.

Hold all mail at Central Mail 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 your department's mail, which your department will be responsible for holding during this holiday period.
Hours of pick-up are **11 a.m. to noon Dec. 28-31, 2020.**

Mail Pick Up Designees

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| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Dept. Head Signature _____ Date _____

Department _____