

MEMORANDUM

TO: All university employees

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

DATE: September 17, 2020

SUBJECT: Schedule of designated holidays and reduced university activity during the December 2020/January 2021 holiday season

Following is the schedule of state designated holidays for calendar years 2020 and 2021 and information pertaining to reduced university activity during the December 2020/January 2021 holiday season.

Calendar Year 2020	
Veterans Day <i>not a university holiday</i>	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020 Friday, November 27, 2020
Christmas Eve	Thursday, December 24, 2020
Christmas	Friday, December 25, 2020
Discretionary Day	May be used 12/29/19 through 12/26/20 (however for most employees, Wednesday, 12/23/20)
Calendar Year 2021	
New Year's Day	Friday, January 1, 2021
Martin Luther King, Jr. Day	Monday, January 18, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Veterans Day <i>not a university holiday</i>	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 25, 2021 Friday, November 26, 2021
Christmas	Friday, December 24, 2021
Discretionary Day	May be used 12/27/20 through 12/25/21 (however for most employees, Thursday, 12/23/21)

Note: An employee must be in a benefit-eligible position and have been employed by the State of Kansas for at least six months to be eligible for a discretionary day. The discretionary day must be taken with prior approval of the employee's supervisor or department head.

Veterans Day

The university will remain open and scheduled classes will be in session on Veterans Day, Wednesday, November 11, 2020. Only those employees required to conduct necessary business should be requested to work. Non-exempt employees who work shall be compensated at one and one-half times (of either compensatory time or pay). Exempt staff who work will be given equivalent time off at a later date. All other holidays listed apply to university employees and all university buildings and offices are scheduled to be closed.

Reduced university activity during the December 2020/January 2021 holiday season

The university will reduce activity Thursday, December 24, 2020 through Friday, January 1, 2021, and will re-open for normal operation on Monday, January 4, 2021. Normal workdays affected will be December 28, 29, 30 and 31. The university will close during this period.

The University Police Department will keep a normal schedule. Other areas such as the Division of Facilities, Information Technology Services, the Office of Research Development and the K-State Student Union will provide basic services required to support the university's teaching, research and service missions.

Additional information regarding the period of reduced activity, including guidelines for leave utilization and plans for mail delivery, will be distributed in November. Please let us know if you have any questions or comments at cab@ksu.edu or jaystephens@ksu.edu.