

MEMORANDUM

TO: All university employees

FROM: Jay Stephens, Vice President for Human Capital Services

DATE: October 11, 2021

SUBJECT: Schedule of designated holidays and reduced university activity during the December 2021/January 2022 holiday season

Following is the schedule of state designated holidays for calendar years 2021 and 2022 and information pertaining to reduced university activity during the December 2021/January 2022 holiday season.

Calendar Year 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, Friday, 12/24/21)
Calendar Year 2022	
New Year's Day	Friday, December 31, 2021
Martin Luther King Jr. Day	Monday, January 17, 2022
Memorial Day	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Veterans Day <i>not a university holiday</i>	Friday, November 11, 2022
Thanksgiving Day	Thursday, November 24, 2022 Friday, November 25, 2022
Christmas	Monday, December 26, 2022
Discretionary Day	May be used 12/26/2021 through 12/24/2022 (however for most employees, Friday, 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, Friday, November 11, 2022. 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 2021/January 2022 holiday season

The university will reduce activity Friday, December 24, 2021 through Friday, December 31, 2021, and will re-open for normal operation on Monday, January 3, 2022. Normal workdays affected will be December 27, 28, 29 and 30. 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.

USE OF LEAVE DURING WEEK OFF WITH PAY DEC. 27-30

Officially observed state holidays during the holiday period are December 24 and December 31. The normal workdays affected during this period of campus closure are Dec. 27, 28, 29 and 30.

The university is giving most exempt and non-exempt employees the week of Dec. 27-30 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.

If qualified employees can't take the week of Dec. 27-30 because of work duties, they may take the week of Dec. 20-23 off with pay.

Questions about employee leave should be directed to Human Capital Services at 785-532-6277 or hr@ksu.edu.

PAYROLL PROCESSING

Human Capital Services will be closed during the holiday break. Monday, Dec. 27, is the final day to enter time and leave and payroll funding for the pay period Dec. 12-25. Preliminary pay calculations will run at 11 a.m. Tuesday, Dec. 28. All time and leave information must 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 2021 are due in KSIS by 5 p.m. CST Tuesday, Dec. 21. Students will be able to view grades in KSIS on Wednesday, Dec. 22. Additional information is available via the [academic calendar](#).

SERVICES DURING THE HOLIDAY PERIOD

Facilities: Limited services will be available Dec. 27-30. 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. Thursday, Dec. 23, and reopen on Monday, Jan. 3, 2022.

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

K-State Student Union: <http://union.k-state.edu/about/building-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, Kansas State University Innovation Partners, Office of Research Development*, PreAward Services*, Biotechnology Core Laboratory**, and University Research Compliance Office***.

*If you have a proposal submission deadline during this period and you anticipate that you will be unable to finalize the required materials for submission prior to the holiday break, contact PreAward Services at research@k-state.edu or the Office of Research Development at ord@k-state.edu before Monday, Dec. 20. Arrangements can be made to have adequate staffing available to meet your proposal submission needs. 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.

***University Research Compliance office will be monitoring email at comply@k-state.edu during the holiday break.

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, and National Agricultural Biosecurity Center. 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. 19**, 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. 6, 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. 3, 2022. 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. Thursday, 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. 3, 2022. Department representatives can stop by Central Mail Services, 127 Dykstra Hall, from 11 a.m. to noon Dec. 27-30 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. 3, 2022.

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. 20, 2021, through Thursday, Dec. 23. The Contract Postal Unit will close on Friday, Dec. 24, and will reopen on Monday, Jan. 3, 2022.

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. 24-30, 2021**

Please complete and return to Bridgett Henry, Central Mail Services, 127 Dykstra Hall, by Monday, Dec. 6.

No mail pickup or delivery by campus carriers will occur during the holiday period, Dec. 24-31, 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. 27-30, 2021.**

Mail Pick Up Designees

_____	_____
_____	_____
_____	_____

Dept. Head Signature _____ Date _____

Department _____