KANSAS STATE UNIVERSITY Vice President for Administration and Finance

MEMORANDUM

TO: All university employees

FROM: Ethan Erickson, Vice President for Administration and Finance

DATE: 11/9/2026

SUBJECT: 2026-2027 holiday schedule and reduced university activity

State Holidays
Below are the state designated holidays for calendar years 2026 and 2027.

Calendar Year 2026 State Holidays	
Thanksgiving	Thursday, November 26, 2026 Friday, November 27, 2026
Discretionary Day	Must be used before Wednesday, December 23, 2026
Christmas Eve	Thursday, December 24, 2026
Christmas	Friday, December 25, 2026
Calendar Year 2027 State Holidays	
New Year's Day	Friday, January 1, 2027
Martin Luther King, Jr. Day	Monday, January 18, 2027
Memorial Day	Monday, May 31, 2027
Juneteenth National Independence Day	Friday, June 18, 2027
Independence Day	Monday, July 5, 2027
Labor Day	Monday, September 6, 2027
Veterans Day (*not a university holiday)*	Thursday November 11, 2027
Thanksgiving	Thursday, November 25, 2027 Friday, November 26, 2027
Christmas *(observed)*	Friday, December 24, 2027
New Year's Day 2028 *(observed)*	Friday, December 31, 2027
Discretionary Day	May be used 1/1/27 through 12/31/27

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, Thursday, Nov. 11, 2027. 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, following the overtime/compensatory time election in HRIS Employee Self Service). Exempt staff who work will be given equivalent time off at a later date through holiday comp time.

Reduced university activity period: December 24, 2026, to January 3, 2027

The university will reduce activity Thursday, Dec. 24, 2026 through Friday, Jan. 1, 2027, and will re-open for normal operation on Monday, Jan. 4, 2027. Normal workdays affected will be Dec. 28, 29, 30 and 31. The university will close during this period.

Benefit-eligible exempt and non-exempt employees will receive Dec. 28-31 off with pay, and employees will not need to use accrued leave these days. Excluded are nine-month employees, who are paid regardless during this time.

If eligible employees are unable to take off Dec. 28-31 because of work duties, they may take off (with pay) the equivalent days between Dec. 7-24 with supervisor approval.

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

Time and Leave and Payroll Processing Deadlines

For Pay PE 11/21/26

- Nov. 20: Last day to enter payroll funding for the pay period Nov. 8-21.
- Nov. 23:
    - Employees should review and approve their timecard and submit any necessary time off requests by the end of their final scheduled shift of the pay period, but no later than 9:00 a.m.
    - Supervisors must approve timecards and time off requests no later than 10:00 a.m.
    - Timekeepers and HR Liaisons must finalize timecards for their departments/units by 1:00 p.m.

For PPE 12/19/26

The Payroll office will be closed during the holiday break and will observe the following deadlines.

- Dec. 18: Last day to enter payroll funding for the pay period Dec. 6-19.
- Dec. 21:
    - Employees should review and approve their timecard and submit any necessary time off requests by the end of their final scheduled shift before the holiday break, but no later than 9:00 a.m.
    - Supervisors must approve timecards and time off requests no later than 10:00 a.m.
    - Timekeepers and HR Liaisons must finalize timecards for their departments/units by 1:00 p.m.

For PPE 01/02/27

The University will return to regular time and leave and payroll timelines for the pay period Dec. 20-Jan. 2.

- Jan. 4:
    - Employees should review and approve their timecard and submit any necessary time off requests by the end of their final scheduled shift of the pay period, but not later than 10:00 a.m.
    - Supervisors must approve timecards and time off requests no later than 1:00 p.m.
    - Timekeepers and HR Liaisons must finalize timecards for their departments/units by 4:00 p.m.

Term Grades

All term grades for fall **2026** are due in KSIS by **5 p.m. CST, Monday, Dec. 21**. Students can view grades in KSIS on **Tuesday, Dec. 22**. Faculty/staff should refer to this link for questions. Additional information is available via the academic calendar.

Services during the holiday period

Facilities: Limited services will be available Dec. 24-Jan 3. Report emergencies to the K-State Police Department at 785-532-6412. 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. Non-emergency requests will be responded to after the campus resumes full operations on Jan. 4.

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

Lafene Health Center: Offices will close at 5 p.m. Wednesday, Dec. 23, 2026, and reopen at 8 a.m. Monday, Jan. 4, 2027.

Division of Information Technology: View Help Desk hours at k-state.edu/its/helpdesk/hours.html

K-State Student Union: View building hours at http://union.k-state.edu/about/building-hours

K-State Police: Will continue to provide full police services.

Vice President for Research: The following offices will be closed during the holiday break: Office of the Vice President for Research, Corporate Engagement, Electronics Design Laboratory, Kansas State University Research Foundation, National Agricultural Biosecurity Center, Office of Research Development*, Office of Sponsored Programs*, Protein and Biopolymer Analysis Core Lab**, Office of Research Integrity, Compliance and Security*** and Strategic Interdisciplinary Program Development.

*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 the Office of Sponsored Programs at research@k-state.edu or the Office of Research Development at ord@k-state.edu before **Monday, December 14**. 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 Protein and Biopolymer Analysis Core Lab will be monitoring email if you need to place orders for oligonucleotides during this time.

***Office of Research Integrity, Compliance and Security 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 and Comparative Medicine Group. Offices may have limited staff during the holiday break.

Building Access

Buildings will be unlocked/locked according to the most recently submitted schedule on record with Facilities Room Scheduling. Unless otherwise requested, buildings will remain open on weekdays during regular business hours and closed on weekends and university holidays. Safety and security should be considered 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

Normal central mail services operations will be conducted until 1 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 campus mail pick up or delivery will occur Dec. 24-Jan. 1.
- Normal mail delivery will resume Jan. 4, 2027.

Central Mail Services will hold mail during the closure unless a building designee arranges pickup.

- Submit the attached Mail Delivery Requirements form by Tuesday, Dec. 1 if mail will be picked up.
- Designees can pick up mail at Central Mail Services (127 Dykstra Hall) from 11 a.m.-12 p.m. on Dec. 28 and 30.

Contact Anne Murphy, Assistant Director, at 785-532-1735; or Bridgett Henry, Mail Room Supervisor, at 785-532-7751, with questions about holiday mail service.

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

MAIL DELIVERY REQUIREMENTS DURING HOLIDAY PERIOD

DEC. 24 – JAN. 1, 2027

Please complete and return only if designee(s) from your building will pick up building mail during the holiday break. Please send to Bridgett Henry, Central Mail Services, 127 Dykstra Hall, or email to centralmailservices@ksu.edu, **by Tuesday, Dec. 1**.

No mail pickup or delivery by campus carriers will occur during the holiday period, Dec. 24 – Jan. 1, 2027. Department designees may stop by Central Mail Services to pick up building mail and/or drop off metered mail.

Please provide the names of employees who will be responsible for picking up your building mail.

Hours of pick-up are **11 a.m. to noon Dec. 28 and Dec. 30, 2026**.

Mail Pick Up Designees

_____ _____

_____ _____

_____ _____

Dept. Head Signature _____ Date _____

Department _____