

MEMORANDUM

TO: All university employees

FROM: Cindy Bontrager, Vice President for Administration and Finance
Jay Stephens, Vice President for Human Capital Services

DATE: August 28, 2018

SUBJECT: Schedule of designated holidays and reduced university activity during the December 2018/January 2019 holiday season

Following is the schedule of state designated holidays for calendar years 2018 and 2019 and information pertaining to reduced university activity during the December 2018/January 2019 holiday season.

Calendar Year 2018	
Labor Day	Monday, September 3, 2018
Veterans Day <i>not a university holiday</i>	Monday, November 12, 2018
Thanksgiving Day	Thursday, November 22, 2018 Friday, November 23, 2018
Christmas Eve	Monday, December 24, 2018
Christmas	Tuesday, December 25, 2018
Discretionary Day	May be used 12/31/17 through 12/29/18 (however, for most employees, Friday, 12/28/18)
Calendar Year 2019	
New Year's Day	Tuesday, January 1, 2019
Martin Luther King, Jr. Day	Monday, January 21, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Veterans Day <i>not a university holiday</i>	Monday, November 11, 2019
Thanksgiving Day	Thursday, November 28, 2019 Friday, November 29, 2019
Christmas	Wednesday, December 25, 2019
Discretionary Day	May be used 12/30/18 through 12/28/19 (however, for most employees, Friday, 12/27/19)

Note: To be eligible for a discretionary day, an employee must be in a benefit-eligible position and have been employed by the State of Kansas for at least six months. 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, Monday, November 12, 2018. 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 2018/January 2019 holiday season

The university will reduce activity Monday, December 24, 2018 through Tuesday, January 1, 2019, and will re-open for normal operation on Wednesday, January 2, 2019. Normal workdays affected will be December 26, 27, 28 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.