

MEMORANDUM

TO: All university employees

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

DATE: September 4, 2019

SUBJECT: Schedule of designated holidays and reduced university activity during the December 2019/January 2020 holiday season

Following is the schedule of state designated holidays for calendar years 2019 and 2020 and information pertaining to reduced university activity during the December 2019/January 2020 holiday season.

Calendar Year 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)
Calendar Year 2020	
New Year's Day	Wednesday, January 1, 2020
Martin Luther King, Jr. Day	Monday, January 20, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 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, Friday, 12/25/20)

Note: Christmas Eve is not designated as a holiday in 2019 but returns as a designated holiday in 2020. 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, Monday, November 11, 2019. 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 2019/January 2020 holiday season

The university will reduce activity Wednesday, December 25, 2019 through Wednesday, January 1, 2020, and will re-open for normal operation on Thursday, January 2, 2020. Normal workdays affected will be December 26, 27, 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.