

MEMORANDUM

TO: All university employees

FROM: Ethan Erickson, Vice President for Administration and Finance

DATE: November 2, 2023

SUBJECT: Schedule of designated holidays and reduced university activity during the December 2023/January 2024 holiday season

Following is the schedule of state designated holidays for calendar years 2023 and 2024 and information pertaining to reduced university activity during the December 2023/January 2024 holiday season.

Calendar Year 2023	
Veterans Day <i>not a university holiday</i>	Friday, November 10, 2023
Thanksgiving Holiday	Thursday, November 23, 2023 Friday, November 24, 2023
Christmas	Monday, December 25, 2023
Discretionary Day	May be used 12/26/2022 through 12/23/2023 (however for most employees, Friday, 12/22/23)
Calendar Year 2024	
New Year's Day	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth National Independence Day	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veterans Day <i>not a university holiday</i>	Monday, November 11, 2024
Thanksgiving Holiday	Thursday, November 28, 2024 Friday, November 29, 2024
Christmas	Wednesday, December 25, 2024
Discretionary Day	May be used 12/24/23 through 12/21/24

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 the observed Veterans Day holiday. 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 2023/January 2024 holiday season

The university will reduce activity Tuesday, December 26, 2023, through Friday, December 29, 2023, and will re-open for normal operation on Tuesday, January 2, 2024. Normal workdays affected will be December 26, 27, 28 and 29. 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, and the K-State Student Union will provide basic services required to support the university's teaching, research and service missions.

USE OF LEAVE DURING WEEK OFF WITH PAY DEC. 26-29

Officially observed state holidays during the holiday period are December 25 and January 1. The normal workdays affected during this period of campus closure are Dec. 26, 27, 28 and 29.

The university is giving most exempt and non-exempt employees the week of Dec. 26-29 off, with pay, so employees will not need 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 are unable to take off Dec. 26-29 because of work duties, they may take off (with pay) the equivalent days of Dec. 19-22, in the week prior.

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

PAYROLL PROCESSING

Payroll offices will be closed during the holiday break. Tuesday, Dec. 26, is the final day to enter time and leave and payroll funding for the pay period Dec. 10-23. Preliminary pay calculations will run at 2 p.m. Tuesday, Dec. 26. 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 2023 are due in KSIS by 5 p.m. CST Tuesday, Dec. 19. Students will be able to view grades in KSIS on Wednesday, Dec. 20. Additional information is available via the [academic calendar](#).

SERVICES DURING THE HOLIDAY PERIOD

Facilities: Limited services will be available Dec. 26-29. 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. Non-emergency requests will be responded to after the campus resumes full operation on Jan. 2.

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

Lafene Health Center: Lafene will be closed between Christmas and New Year's Day. Offices will close at 5 p.m. Friday, Dec. 22, and reopen on Tuesday, Jan. 2, 2024.

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, National Agricultural Biosecurity Center, Office of Research Development*, Office of Sponsored Programs*, Protein and Biopolymer Analysis Core Lab**, 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 the Office of Sponsored Programs at research@k-state.edu or the Office of Research Development at ord@k-state.edu before Wednesday, 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 Protein and Biopolymer Analysis Core Lab 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, and Electronics Design Laboratory. Offices may have limited staff during the holiday break.

BUILDING ACCESS

Buildings will be unlocked/locked according to the holiday break schedule on record with Facilities Customer Service. 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. 17**, 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 (page 5) and return it to Central Mail Services by Monday, Dec. 4 only if designee(s) from your building will be

picking up the mail during the holiday break. All other mail will be held at Central Mail Services. Mail sorting and delivery within the building is the responsibility of the building users. Mail held at Central Mail Services will be delivered to buildings by Central Mail carriers on Tuesday, Jan. 2, 2024.

No campus mail pickup or delivery by campus carriers will occur during the holiday period; therefore, any mail sent by campus mail on Dec. 22 will not be delivered until Jan. 2, 2024.

Central Mail Services: Normal operations will be conducted until 3 p.m. Friday, Dec. 22. 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. 23, 2023-January 1, 2024. Normal operations resume on Jan. 2, 2024.

Building representatives that have completed the Mail Delivery requirements form may pick up their building mail at Central Mail Services, 127 Dykstra Hall, on Wednesday, Dec. 27 and Friday, Dec. 29 between the hours of 11 a.m. to 12 p.m. Central Mail Services will be closed on December 25, 26 and 28.

Contract Postal Unit: The Contract Postal Unit will close at 2:30 p.m. on Friday, Dec. 22 and will reopen on Tuesday, Jan. 2, 2024.

If you have any questions about holiday mail service, please contact Anne Murphy, Assistant Director, at 785-532-1735; or Bridgett Henry, Mail Room Supervisor, at 785-532-7751.

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

MAIL DELIVERY REQUIREMENTS DURING HOLIDAY PERIOD

DEC. 26-29, 2023

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 Monday, Dec. 4.**

No mail pickup or delivery by campus carriers will occur during the holiday period, Dec. 26-29, 2023. 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. 27 and Dec. 29, 2023.**

Mail Pick Up Designees

_____	_____
_____	_____
_____	_____

Dept. Head Signature _____ Date _____

Department _____