

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Cindy Bontrager, Vice President for Administration and Finance
Jeff Morris, Acting Vice President for Human Capital Services

DATE: November 21, 2016

RE: Plans for reducing normal university activity for the 2016-2017 holiday season

During the 2016-2017 holiday season, the university will close its normal operations from Monday, December 26, 2016, through Monday, January 2, 2017, and will reopen for normal operation on Tuesday, January 3, 2017. The following information pertains to this period of reduced university activity. Please share this information with your employees.

USE OF LEAVE

Officially observed state holidays during the holiday period are December 26, 2016, and January 2, 2017. The normal workdays affected during this period of campus closure are December 27, 28, 29 and 30.

University Support Staff and **unclassified non-exempt** employees not required to work during this period may use a combination of the following types of leave:

- earned holiday time for working the Veterans Day holiday,
- calendar year 2016 discretionary holiday,
- accumulated vacation or compensatory leave, or
- leave without pay with supervisor approval.

Twelve-month unclassified and **University Support Staff exempt** employees who do not perform their duties during this period may use a combination of the following types of leave:

- equivalent time earned for working the Veterans Day holiday,
- calendar year 2016 discretionary holiday,
- accumulated vacation leave, or
- leave without pay.

Employees who still have their 2016 discretionary day must use it by December 31, 2016. The 2017 discretionary day will be available January 1, 2017.

Questions about employee leave should be directed to the Division of Human Capital Services at 785-532-6277.

PAYROLL PROCESSING

The Division of Human Capital Services will be closed during the holiday break. Departments will be required to enter and correct time and leave data and update payroll funding in HRIS for the pay period ending December 31, 2016, by 5 p.m. on January 3, 2017.

TERM GRADES

Faculty/staff should refer to <http://www.k-state.edu/ksis/faqs/faqGrading.html>. All term grades for Fall 2016 are due in KSIS by 5 p.m. on Tuesday, December 20, 2016. Students will be able to view term grades in KSIS on Wednesday, December 21, 2016 at 8 a.m.

OFFICES PROVIDING SERVICES DURING HOLIDAY PERIOD

Facilities: Limited services will be available December 27-30, 2016. The service desk will be open from 8 a.m. to 5 p.m. For emergency service, please call 785-532-6389. Email requests to FacCustomerService@ksu.edu or fax to 785-532-1711.

Hale Library: <http://www.lib.k-state.edu/hale-hours>

Information Technology Services: <http://www.k-state.edu/its/helpdesk/hours.html>

K-State Student Union: <http://union.k-state.edu/hours>

Lafene Health Center: <http://www.k-state.edu/lafene/hours.html>

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, Office of Research and Sponsored Programs*, PreAward Services*, Office of Corporate Engagement and Biotechnology Core Laboratory.

*If you have a proposal submission deadline during this period and are unable to finalize the required materials to submit on or before December 23, 2016, contact PreAward Services at 785-532-6804 or the Office of Research and Sponsored Programs at 785-532-6195 prior to December 20, 2016. Arrangements can be made to have adequate staffing available to meet your proposal submission needs. Phone messages left at either number during this period will be monitored. Emails may be sent to Paul Lowe at plowe@ksu.edu.

The following offices will remain open during the holiday break except for on officially observed state holidays: Biosecurity Research Institute, Comparative Medicine Group, Electronics Design Laboratory, Kansas State University Research Foundation, National Agricultural Biosecurity Center, and University Research Compliance Office. Offices may have limited staff during the holiday break.

HOLIDAY MAIL SERVICE

Mail Delivery by Facilities Central Mail Services: To ensure continued delivery of mail to your building, the Mail Delivery Requirements form (see page 4) must be completed and returned to Central Mail Services by Friday, December 2, 2016. Before completing the form, please coordinate with all departments housed in your building to determine if the building will remain open during the holiday closing. In previous years, Central Mail has received conflicting information for a building; i.e. one department reporting the building would be open, another department in the same building saying it would be closed. If notification is not received, mail will be stored at Central Mail Services and delivered by campus carriers on January 3, 2017. Mail sorting and delivery within the building is the responsibility of the building users.

Central Mail Services: Normal operations will be conducted until 5 p.m. on December 23, 2016. All outgoing mail will be collected, processed and dispatched to the USPS, UPS and FedEx by the end of the business day. No building pickup or delivery service will be available from December 26, 2016, through January 2, 2017. Normal operations resume on January 3, 2017. Department representatives can stop by Central Mail Services north of Dykstra Hall from 11 a.m. to noon December 27-30, 2016, to pick up campus mail and/or to drop off metered mail. Departments that wish to pick up mail must fill out the lower portion of the Mail Delivery Requirements form and return it by December 2, 2016.

Please note: When a mail building bag or tub is taken, it must be kept locked up in a department at all times. On January 3, 2017, the responsible department/individual is to sort and distribute the remaining mail to the appropriate department(s).

There will be no mail pickup or delivery by campus carriers during the holiday period; therefore, any mail sent by campus mail on December 23, 2016, will not be delivered until January 3, 2017.

Contract Postal Unit: No counter service will be available at the Contract Postal Unit, 113 Dykstra Hall, beginning December 24, 2016. Normal schedule will resume on January 3, 2017.

If you have any questions about holiday mail service, please contact Loleta Sump, Director, Facilities Customer Service, at 785-532-1718 or Anne Murphy, Central Mail Manager, at 785-532-7751.

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

**MAIL DELIVERY REQUIREMENTS DURING
HOLIDAY PERIOD DECEMBER 27 – 30, 2016**

Please complete and return to Anne Murphy, Central Mail Services, 109 Dykstra Hall, by Friday December 2, 2016.

Before completing this portion of the form, please coordinate with all other departments residing in your building to determine if the building will remain open.

Will your building remain open during holiday period December 27 – 30, 2016?

Yes _____ No _____

IF YES:

Building Name _____

Department(s) _____

(List departments housed in building.)

Signature(s) _____

(Signatures of Department Head(s) of departments in building.)

CENTRAL MAIL SERVICES

Please provide us with the names of employees who will be responsible for picking up all your departmental mail for your building which we are responsible for holding if your building is closed during this period. Hours of pick-up are **11:00 a.m. to 12:00 noon on December 27, 28, 29, 30, 2016**. Please remember, if you sign up for your mail to be held and then decide to pick it up, you will be required to take all of the building mail.

Dept. Head Signature _____ Date _____

Department _____

Mail Pick up Designees

_____	_____
_____	_____
_____	_____