

August 25, 2015

To: All University Employees

From: Cindy Bontrager, Vice President for Administration and Finance

Re: Schedule of Designated Holidays and Reduced University Activity during the December 2015/January 2016 Holiday Season

Following is the schedule of state designated holidays for calendar years 2015 and 2016 and information pertaining to reduced university activity during the December 2015/January 2016 holiday season:

Calendar Year 2015	
Labor Day	Monday, September 7, 2015
Veterans Day (not a university holiday)	Wednesday, November 11, 2015
Thanksgiving Day	Thursday, November 26, 2015 Friday, November 27, 2015
Christmas	Thursday, December 24, 2015 Friday, December 25, 2015
Discretionary Day	May be used starting 12/21/14 through 12/19/15 (however, for most employees, Friday, 12/18/15)
Calendar Year 2016	
New Year's Day	Friday, January 1, 2016
Martin Luther King, Jr. Day	Monday, January 18, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Veterans Day (not a university holiday)	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016 Friday, November 25, 2016
Christmas	Monday, December 26, 2016
Discretionary Day	May be used starting 12/20/15 through 12/31/16 (however, for most employees, Friday, 12/30/16)

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.

The university will remain open and scheduled classes will be in session on Veterans Day, Wednesday, November 11, 2015. 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 afforded 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 2015/January 2016 Holiday Season

The university will reduce activity Thursday, December 24, 2015 through Friday, January 1, 2016, and will re-open for normal operation on Monday, January 4, 2016. Normal workdays affected will be December 28, 29, 30, 31, 2015. The university will close during this period.

The University Police Department will keep a normal schedule. Other areas such as Hale Library, Division of Facilities, Information Technology Services, the Office of Research and Sponsored Programs 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 early November. Please let me know if you have any questions or comments.